

Minutes of Meeting

Subject : 8th Peatlands Working Group 2 (PLWG-2) Meeting
 Date : January 16th & 17th, 2018
 Venue : Aloft, Kuala Lumpur

<i>SECTOR</i>	<i>SUBSTANTIVE MEMBERS</i>	<i>ALTERNATIVE MEMBERS</i>
<i>GROWERS (MALAYSIA)</i>	<ul style="list-style-type: none"> • Jason Foong (KLK) • Raymond Alfred (IOI) 	<ul style="list-style-type: none"> • Arif Sugandi (AAR KLK) and Sin Chuan Eng (Observer)
<i>GROWERS (INDONESIA)</i>	<ul style="list-style-type: none"> • Joshua Mathews (BGA) • Gotz Martin (GAR) 	<ul style="list-style-type: none"> • Lim Sian Choo (BGA) • Richard Kan (GAR)
<i>GROWERS (REST OF THE WORLD)</i>	<ul style="list-style-type: none"> • Ian Orrel (NBPOL) • Shahrakbah (Sime Darby) 	<ul style="list-style-type: none"> • Sim Choon Cheak (SD)
<i>SOCIAL NGO</i>	<ul style="list-style-type: none"> • Jason Hon (WWF) • Wida Nindita (Sawit Watch) 	<ul style="list-style-type: none"> • Riza Harizajudin (Sawit Watch)
<i>ENVIRONMENTAL NGO</i>	<ul style="list-style-type: none"> • Faizal Parish (GEC) • Dato Kheizrul Abdullah (Wetlands International) 	<ul style="list-style-type: none"> • Mohd.Faizuddin/Serena Lew (GEC) • Almo Pradana (WRI)
<i>PALM OIL PROCESSOR AND TRADERS</i>	<ul style="list-style-type: none"> • Chin Kaixiang (Bunge Loders Croklaan) 	<ul style="list-style-type: none"> • Rianto Sitanggann (Bunge Loders Croklaan)
<i>RSPO SECRETARIAT</i>	<ul style="list-style-type: none"> • Amir Afham • Devaladevi Sivaceyon 	

****Bolted name indicates absence with apologies***

No	Item description	Main Discussion Points	Action Points	Progress Update
January, 16th 2019 (Wednesday)				
1.	Introduction of new members and walkthrough of previous minutes of meeting	<p>The PLWG-2 has a new member, Wida from Sawit Watch. Mr Sim who was previously from AAR has moved to Sime Darby, now will be representing Sime Darby representing Growers (ROW).</p> <p>There will be a series of P&C 2018 roadshows coming up, first one will be in end of January.</p>		
2.	Finalisation of Peat Inventory	<p>Secretariat presented the final draft on peat inventory for grower's reporting purpose. This version has been cleaned up to remove inventory on area with mineral and focus on peat alone. The idea is to allow estate inventory to be done at estate, send summary to HQ for confirmation and only then to RSPO Secretariat together with maps and shape file.</p> <p>The summary of peat inventory will reflect at group level. Secretariat and WG refined the inventory together. Additional column was added to differentiate when peat was planted and re-planted to know which generation/cycle the planting is happening. These details will also help in refuting accusation if its RSPO members who opened/started to plant on peat.</p>	Secretariat will clean up and share the final version for WG member's confirmation.	Peat inventory has been circulated to RSPO members on 3 rd May 2019
3.	Finalisation of Peat Audit Guidance	<p>Co-Chair explained that peat audit guidance needs to be aligned with new RSPO P&C's indicators. Secretariat shared feedback from CB's for peat audit guidance. CB felt that there need to be more specific points as to what to check and best not to give documented reference since this will differ company by company.</p> <p>Indicator 7.7.1 – WG mentioned that for 2 level of audit – NPP and existing certified. NPP needs to clearly state that there is no new planting on peat and peat area that are not planted, these will be conserved under HCV areas.</p> <p>There can be 3 scenarios for NPP:</p>	Secretariat to alert HCVRN on the HCV reports coming to ensure peat is isolated by timeline.	<p>Peat Audit Guidance was circulated to RSPO members on 3rd May 2019</p> <p>HCVRN aware of the requirements of no new planting on peat after 15 Nov 18</p>

		<ol style="list-style-type: none"> 1. For those who have submitted HCV report to HCVRN prior to 15th November 2018 can plant on peat (unless company policy states otherwise). 2. For those who are not subjected under HCVRN review, need to resubmit their report to HCRN to unsure peat area has been isolated. 3. To make sure that are no new planting on peat after adoption of RSPO P&C 2018. <p>A revised version of RSPO GHG Assessment Procedure will include the new requirement as well to add HCS methodology.</p> <p>Co-chair brought up a potential loop hole for RSPO member who buys a non-RSPO company that has already opened a peatland after 15th November 2018. Such issues will go under peat rehabilitation.</p> <p>Throughout the discussion, concern over how auditors will be trained was mentioned.</p>		<p>GHG assessment procedure to be revised. A group comprising of FP, GLT, AAF, DV & WMF will discuss the revision required.</p>
	<p>Peat Drainability Assessment (DA) Procedure</p>	<p>Arina, consultant for RSPO DA Procedure supported this discussion remotely. Growers representative are questioning on the need to conduct drainability assessment 5 years prior to replanting. Co-chair mentioned the discussion and decision took place during task force. Co-Chair also mentioned that the wordings need to be relooked to explain the technical jargons, glossary will be added for this. Also, to ensure the consistency in using the terms.</p>		<p>DA procedure released on 11th June 2019. PLWG2 to discuss the way moving forward with comments on the DA procedure.</p>

		<p>WG suggested to justify why 2-crop cycles or 40 years was selected. Co-Chair explained that this decision was drawn back during the 1st PLWG itself and will add explanation to this in the assessment procedure.</p> <p>Dr.Joshua flagged that Bumitama’s pilot testing was not included in the assessment, consultant will relook into this.</p>		<p>A separate document highlighting the case studies to be developed as it was removed from the main document due to time constraints.</p>
No	Item description	Main Discussion Points	Action Points	Progress Update
January, 17th 2019 (Thursday)				
4.	RSPO Best Management Practise Manuals – Existing cultivation and rehabilitation	<p>Co-chair informed that both the BMP manuals have been receiving good public comments. Slides as Annex 2.</p> <p>Co-chair requested working group member to share any rehabilitation pictures, not necessarily on palm as long as natural rehabilitation is shown – before and after shot showing natural rehabilitation.</p> <p>Co-chair mentioned that by timeline, the final draft of both BMPs are target to be out by end of January. By February to look into layout and designing and by March the electronic and published version be out.</p> <p>Upon finalising the peat audit checklist guidance, the working group suggest to cross refer if it aligns with the BMP and vice versa.</p> <p>Working group went through the draft RSPO BMP for existing cultivation on palm oil. Peat audit checklist guidance will also be part of BMP’s annexes.</p> <p>Secretariat brought suggestion from RSPO Assurance team to include peat audit checklist guidance in the generic P&C ’18 audit checklist, working group are good and supported this decision.</p>	<p>WG members agreed to provide all committed inputs to GEC according to checklist that will be circulated after meeting.</p>	<p>The BMPs have been finalised. Currently finalising announcement text and suitable announcement slot for RSPO website & email blast.</p>

		GEC assisted the session by going through comments from working group and adding annexes where needed. WG members will collectively send in their references and relevant pictures agreed during meeting.		
5.	(con't) Peat DA Procedure and transition arrangement	<p>There are 2 elements left to finalise which are Annex 3 – 8 and transition arrangement. Document on this was circulated by Co-Chair.</p> <p>Items that were not clear to WG and needs to be re-confirmed:</p> <ul style="list-style-type: none"> • What is the purpose of selecting all river (iii of Procedure A)? • Why need to identify peat dome? • Should adjustment done in determining boundary setting, whether to use existing discharge point or company to find a new discharge point. • Is it possible to use any lowest point as outlet, not necessarily a river but canal instead? <p>WG suggested to re-write the Annexes with consultants in discussion.</p> <p>Co-chair and Secretariat will have another call with consultant to discuss again on the drainability assessment.</p> <p>WG suggested to do another pilot testing based on drain/canal that is running in the middle of peat or drains that are in peatland.</p> <p>A sub group consisting of Faizal, Amir, Dato Kheizrul Arif and Dr.Sim will be part of this to refine the document.</p> <p>Plan to get the final DA procedure to be out by mid-February 2019. Growers will have till end of the year 2019 to provide their feedback on the assessment procedure.</p> <p>WG agreed to use 15 years after prior planting on peat which is also 5 years before one cycle.</p>	Secretariat will check for sub-group's availability and inform for the next meeting to refine this assessment.	<p>Standards SC approved the DA procedure for circulation to RSPO members on 10th May 2019.</p> <p>DA procedure released on 11th June 2019. PLWG2 to discuss the way moving forward with comments on the DA procedure.</p>

		<p>DA Procedure will go through implementation period. Throughout this period, results sent to RSPO will be confidential, only shared between RSPO and the company.</p> <p>WG was in discussion to understand if the report is 'adequate' or 'good' for auditor's reference. The current sentiment is auditor will not put a grade to the report, similar to GHG Procedure, growers will submit the report to RSPO Secretariat during the implementation period. Based on PLWG's review then further supporting materials will be prepared.</p> <p>WG agreed that the assessment procedure will need to be refined and terminologies like '2-year referment' needs to be explained to users.</p> <p>WG brought up discussion on implementation/trial period which following the procedural notes in RSPO P&C 2018 is for 12 months. Co-Co-chair suggested that the testing period should be till end of 2019.</p> <p>Once the assessment is ready, translation to Bahasa Indonesia will be done considering replanting aspect here.</p> <p>Refer to Annex 3 for Transition arrangement for drainability assessment procedure.</p> <p>Latest version of DA Procedure was shared separately to reduce the file size of this minutes.</p>		
6.	Peat Inventory (con't)	<p>Secretariat did a walkthrough of functionalities and formula embedded in peat inventory excel document. For map and shapefiles, WG discussed about government's restriction in Malaysia to share shapefiles showing land ownership. Submission from user will be in soft copy.</p> <p>Co-chair explained that this is just for the peat area and not for whole certified area.</p> <p>RSPO Peat Inventory (excel) was shared separately from this minute.</p>		The finalised peat inventory was circulated 3 rd May 2019

		Refer to Annex 4 for Guidance on Peat Inventory for RSPO reporting.		
7.	Peat Audit Guidance (con't)	<p>Secretariat checked for clarification with Indicator 7.7.3(C) which calls for subsidence of peat is monitored, documented and minimised. Should growers failed to demonstrate subsidence is minimised will this be taken as Non-compliance (NC) was questioned.</p> <p>Co-Chair explained that this could have been an oversight from the drafting group of P&C task force because originally 7.7.3 and 7.7.4 was one indicator. Due to comments received that auditing both will be not be possible, the task force decided to split them end up the words did not turn out as it supposed to be.</p> <p>WG discussed about the impact of 'significance' when it comes to compliance, for example those with moderate significance probably lead to observation instead of NC. This are not to be taken lightly by growers though.</p> <p>Refer to Annex 5 for RSPO Peat Audit Guidance shared on 25th March 2019.</p>		The finalised audit guidance was circulated 3 rd May 2019
8.	PLWG-2's 2019 workplan	<p>Refer to Annex 6 for PLWG-2's workplan.</p> <p>As for BMP hard copy printing, GEC mentioned that some funding can be sought for the rehabilitation manual.</p> <p>Companies that want multiple hard copies need to pre-order so that with larger quantities, the cost can be reduced.</p> <p>The basic TOR for Smallholders has been discussed internally. This will not re-write the smallholder's academy's module.</p>		

		<p>Secretariat also shared information related to requirement in P&C along with proposed training. For growers' outreach will start with P&C Roadshow globally. Secretariat also shared the upcoming roadshows.</p> <p>Secretariat will come to working group when support is needed.</p>		
9.	Next meeting	Working group planned to meet-up again in the last week of June.	Secretariat to send out doodle poll to fix the dates for next meeting.	

Annex 1: Meeting agenda and attendance sheet

8th PLWG meeting

Venue: Aloft KL Sentral, Kuala Lumpur

Day 1, 16th January 2019 (Wednesday)

Time	Agenda
9.30 am – 9.45 am	1. Review of previous meeting's minutes and progress on actions
9.45 am – 10.30 am	2. Finalization of Peat Inventory
10.30 am – 11.00 am	Coffee Break
11.00 am – 12.30 pm	3. Finalization of Peat audit checklist
12.00 pm – 1.30 pm	Lunch (Nook Restaurant, Aloft KL Sentral)
1.30 pm – 3.00 pm	4. Finalization of BMP (Existing OP)
3:00 pm – 3:30 pm	Coffee Break
3.30 pm – 4.00 pm	5. Cont'd BMP (Existing OP)
4.00 pm – 4.30 pm	6. Update: SH Peat BMP
4.30 pm – 6.00pm	7. Finalization of Peat Drainability Assessment Procedure (Skype with Arina)
6:00pm	End Day 1


Day 2, 17th January 2019 (Thursday)

Time	Agenda
9.00am – 10.30am	8. Moving forward: Peat Drainability assessment trial period
10.30am – 11.00am	Coffee Break
11.00am – 12.30pm	9. Finalization of BMP (Rehabilitation)
12.30pm – 1.30pm	Lunch (Nook Restaurant, Aloft KL Sentral)
1.30pm – 2.00pm	10. Cont'd BMP (Rehabilitation)
2.00pm – 2.30pm	11. Peat requirements in P&C 2018: Outreach & training
2.30pm – 3:00pm	12. PLWG2 Workplan 2019
3.00pm – 3.30pm	Coffee Break
3.30pm – 4.30pm	13. AOB
4:30pm – 5:00pm	14. Next meeting(s)
5:00pm	End Day 2

2nd PCWG-2 Meeting, 16th - 17th January 2019
 Alor Gajah, Kel. Sembilan, Malaysia

No	Name	Organisation	Signature 16 th January'19	Signature 17 th January'19
1.	Fatral Parish (co-chair)	GEC		
2.	Joshua Mathews (co-chair)	Banrikama Gunajaya Agro		
3.	Sian Choo Lim	Banrikama Gunajaya Agro		(only 16 th)
4.	Shahrubah	Sime Darby		
5.	Jason Foong	Kuala Lumpur Kepong Bhd (KLK)		
6.	Arti Sugand	Kuala Lumpur Kepong Bhd (KLK)		
7.	Sie Chew Eng (Observer)	Kuala Lumpur Kepong Bhd (KLK)		
8.	Jason Han	WWF		
9.	Kai Kiong Chin	Bunge Ltders Crokkan		
10.	Rianto Sitanggang	BLC		
11.	Gote Martin	Sharmas-Agro	(only 17 th)	
12.	Keorul Abdullah	Wetland International		
13.	Alno Pradana	World Resources Institute (WRI)		(only 16 th)
14.	Harizajudin	Sewit Watch		
15.	Amir Affan	RSPD Secretariat		
16.	Deviladevi Sivaceeson	RSPD Secretariat		
17.	Wida Nurdin	Sewit Watch		
18.	Wahidatul Dzulqarnain	GEC		
19.	Raymond Alfred	LOT		
20.	Jim Chan Oscar	Sime Darby		

Annex 2: GEC's updates on RSPO BMP manual




8th Peatland Working Group Meeting

Comments Received and Significant Changes Made to RSPO Manuals on BMPs relating to Peat following Public Consultation

Faizal Parish, Serena Lew and Muhamad Faizuddin GEC

16 January 2019



1

Received Comments

- **Number individuals comment: 11**
 - Growers: 3
 - Government Agencies: 1
 - NGO: 2
 - Professionals/Academician: 5
- **Total numbers of comments received: 103**
 - Cultivation: 47
 - Rehabilitation: 56

2



Number of comment based on Content

RSPO Manual on Best Management Practices (BMPs) for Existing Oil Palm Cultivation on Peat

CHAPTER NO	TOPICS/REGIONS	NO OF COMMENTS
1.0	INTRODUCTION	4
2.0	PEAT USE AND MANAGEMENTS OF TROPICAL PEATLAND AND CONSTRAINTS AND IMPACTS OF OIL PALM CULTIVATION	8
3.0	WATER MANAGEMENT	11
4.0	MANAGEMENT OF NUTRIENTS, PESTS AND DISEASES	4
5.0	BEST MANAGEMENT PRACTICES(BMP)/OPERATIONAL ISSUES	6
6.0	BEST MANAGEMENT PRACTICES(BMP) OPERATIONAL AND SOCIAL ISSUES	7
7.0	BEST MANAGEMENT PRACTICES(BMP) -REEL MONITORING AND DOCUMENTATION	11
	OTHERS- various	2

3

Outstanding issues- New figures/ pictures/input

APPLICATION OF PROPOSED METHODOLOGY

- Two Plantation Companies have successfully tapped underground water in Kalimantan on 1st October 2018
- Have installed Tube-wells
- Located unconfined aquifer at 5-10 meter below surface
- Requires pumping
- Check recharge
- Cost / Tube-well = USD 350.00

- Water management map
- Tube well for fire prevention
- New pictures for BMP

4

Volume 2 (Management and Rehabilitation) Content Overview

RSPO Manual on Best Management Practices (BMPs) for Management and Rehabilitation of Nature/Vegetation Associated with Oil Palm Cultivation on Peat.

CHAPTER NO	TOPICS/REGIONS	NO OF COMMENTS
1.0	INTRODUCTION	7
2.0	PEAT SWAMP FOREST ECOSYSTEM	13
3.0	IMPACTS OF EXISTING PEAT SWAMP FOREST AREAS IN ADJACENT TO OIL PALM PLANTATIONS	15
4.0	REHABILITATION OF PEAT SWAMP FOREST IN OIL PALM SITES	12
5.0	IMPLEMENTATION PEAT SWAMP FOREST REHABILITATION	6
6.0	MONITORING/BENCHMARKING PEATLAND LOCAL COMMUNITIES, GOVERNMENT AGENCIES	3
	OTHERS- various	1

5

Outstanding issues- New figures/ pictures/input




REEL Monitoring and Evaluation

Take REEL pictures regularly for REEL rehabilitation

NO	Plant	Qualification	Age	Area per hectare (m ²)
1	Peat	100%	100%	100%
2	Peat	100%	100%	100%
3	Peat	100%	100%	100%
4	Peat	100%	100%	100%
5	Peat	100%	100%	100%
6	Peat	100%	100%	100%
7	Peat	100%	100%	100%
8	Peat	100%	100%	100%
9	Peat	100%	100%	100%
10	Peat	100%	100%	100%

- Pictures, Before and after rehabilitation process
- Successful rehabilitation program/experiences
- Forest rehabilitation-recent updates

6

Next steps

- Finalisation of BMP text based on any inputs from PLLWG and any outstanding items from contributors (boxes/photos etc)- January
- Layout and design of Manuals - February
- Publication - March

Thank You

Annex 3: Transition Arrangement for DA Procedure

ANNEX 9. TRANSITION ARRANGEMENTS FOR DRAINABILITY ASSESSMENT PROCEDURE

I. Intent of 5-year Buffer Period

In the currently approved Indicator 7.7.5 related to Drainability assessment there is a requirement that drainability assessments are conducted using the RSPO Drainability Assessment Procedure - at least five (5) years prior to replanting.

The intention of this provision was to ensure that Companies did not wait till the last moment prior to replanting to undertake the Drainability Assessment. The period of 5 years was used for alignment with another requirement in P&C 2018 (Indicator 3.1.2) that required *“an annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils) with yearly review be available”*.

The intent of 7.7.5 was that at the early stage of identification of any peat area for replanting (through 3.1.2), that the process to prepare a drainability assessment would also be initiated. Undertaking a drainability assessment at an early stage will give the grower an understanding on what information is needed for the drainability assessment (especially for data on subsidence rate for the plantation concerned as well as accurate information on the elevation of the replanting area versus the drainage outlet) as well as obtaining a provisional result based on existing or default data.

Undertaking the initial assessment five years prior to the planned replanting could highlight the need to:

- a) Gather additional subsidence data from the site concerned (failing which a conservative default of 5cm/year would be used;
- b) Introduce enhanced management measures e.g. water management to slow the rate of subsidence; and
- c) Gather more accurate elevation data for the plantation and the outlet.

If such additional information was gathered the assessment could be repeated at a later date prior to the replanting when a more accurate assessment of future drainability could be made. It was felt that this would make the drainability assessment more accurate and give better predictions.

However, if this is strictly to be followed, the earliest that replanting could be undertaken would be in 2024 (assuming that the initial Assessment was undertaken in 2019). Therefore no planting could be undertaken during the period of effectiveness of the RSPO P&C 2018. This was not the intention of this provision.

Concerns with this provision were highlighted by growers prior to the adoption of the P&C 2018 and as a result it was highlighted prior to the adoption of the P&C 2018, the matter would be reviewed by the Peatland Working Group and a solution found by developing a transition arrangement where the five-year requirement could be phased in starting 2019.

II. Transition arrangement

Starting 2019, all relevant RSPO member companies shall conduct an initial Drainability Assessment for all areas on peat that may be due for planting from 2019-2024 (refer to figure 1). Companies may make decisions on whether to replant based on this initial assessment or for areas scheduled for replanting in 2019 or 2020, companies may have the option to defer the final decision on replanting by up to two years to enable more information, especially subsidence data from the sites concerned, to be collected. With regard to areas scheduled for replanting in 2021-2024, companies would have the option to repeat the assessments prior to the scheduled time for replanting, based on additional data gathered between 2019 till the scheduled time for replanting.

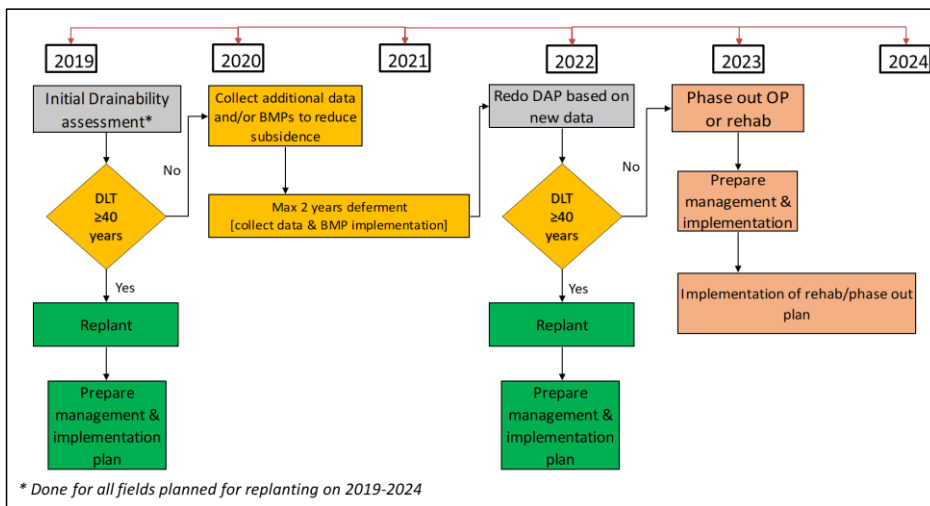


Figure 1: Drainability assessment transition period for planted peat areas planned for replanting 2019-2024

In 2020 companies should prepare initial drainability assessments for areas scheduled for replanting in 2025. Companies could either make a decision based on the initial assessment or gather additional information and repeat the assessment at latest by 2024 to make a final decision.

III. Other issues

Prior Drainability Assessments

For companies that have prepared drainability assessments using acceptable methodology prior to Nov 2018 for replanting in 2019, they should submit their assessments to RSPo for review prior to any replanting being undertaken.

Submissions may be sent through email at ghg@rspo.org.

Acquisitions

Acquisition of companies which have replanted on peat after November 2013 or Nov 2018 without having undertaken a prior drainability assessment

Planting cycle on peat

Based on information from RSPo member companies, the normal time period for replanting in peat is 20 years (shorter than the normal 25 years for plantations on mineral soil) as a result of generally reduced yields due to serious leaching, disease etc.

In order to avoid a possible loophole being created by companies artificially extending the “life” of the plantations on peat in order to avoid undertaking a drainability assessment or complying with its requirements, companies should be required to initiate preparation of drainability assessments starting 15 years after prior planting on peat (figure 2).



Figure 2: Initial drainability assessments conducted 15-years after replanting (equals 5-years prior to replanting assuming 20-year crop cycle) for plantations with crop cycles >20 years

A company which has undertaken best management practices on peat and has, as a result, minimised leaching of palms and was still achieving high yields at the age of 20 years may make a justification to extend the current cycle (i.e. delay the replanting), provided that a drainability assessment had been completed and the assessment shows that the plantation is not within 40-years of subsiding to the drainage limit.

Commented [AA1]: [Suggestion]

Companies which have acquired plantations which contain OP on peat areas replanted after Nov 2013 or 2018 (to decide) are required to conduct drainability assessments for the said areas.

Results of the drainability assessment shall dictate whether the replanted areas shall be maintained or rehabilitated.

Commented [AA2]: Preparation or start conducting the DA?

Annex 4: RSPO Peat Inventory for reporting

Guidance on Peat Inventory for RSPO reporting

1.1 Reporting requirements

1. Growers are required to fill in this template and submit the complete filled in inventory to the RSPO secretariat by emailing to ghg@rspo.org
2. Reporting shall be done at least two (2) times, being:
 - a. 1st reporting:
 - i. Within 12 months of adoption of RSPO P&C 2018 (by 15 Nov 2019), or prior to the first RSPO P&C 2018 certification audit, whichever comes first
 - ii. Inventory shall reflect the status of planting and conservation on peat as at Nov'18.
 - b. 2nd reporting:
 - i. Within 12-months prior to revision of P&C 2018 (Nov'22 – Nov'23).
 - ii. It shall reflect the status of planting and conservation on peat as at Nov'22.
 - c. Additional reporting (if applicable):
 - i. To be done if there are any significant changes affecting the hectareage of a given company for OP planted on peat
 - ii. Examples of significant changes are as below (non-exhaustive):
 - Acquisition or divestment of plantations/company containing OP planted on peat.
 - Rehabilitation of areas previously planted on peat due to drainability assessment.
 - New development through NPP which has large areas (cumulative area >100 ha) of peatlands set aside as conservation
3. Additional documents that are required to be included in reporting to RSPO secretariat are:
 - a. Maps of the peat area, minimum specification as below:
 - i. Map scale of 1:50,000
 - ii. Minimum resolution of 150 dpi
 - iii. Includes orientation of North (and/or south, east and west)
 - iv. Map credits to include:
 - Source of data (especially on thematic maps)
 - Name of cartographer
 - Date of the map
 - Projection of the map (especially small-scale maps)
 - b. Shapefile of the peat area only:
 - i. Indicates planted
 - ii. Conservation (if any)
 - iii. Indicative depth (optional)
 - iv. Type of peat (optional)

1.2 How to fill in RSPO Peat Inventory template

- Growers are required to categorise their estate/plantations according to groups. Type of classification can be
 - Subsidiary company the plantations/estates are registered to
 - Region of the plantations
 - Other suitable groupings deemed appropriate by the company
- Fill in the cells coloured only
- Start by clicking on the "Legend" tab and filling in the classification name as decided by the company. (In this example, we are using region as classification)

	A	B	C
1	Company/Region	Country	
2	Region A	Malaysia	
3	Region B	Malaysia	
4	Region C	Indonesia	
5	Region D	Indonesia	
6	Region E	Liberia	
7	Region F	Papua New Guinea	
8			
9			
10			

Guidance | Group summary | Company Inventory | Legend

- This will automatically populate the "Group summary" tab for consolidation of all the data keyed in by the grower.
- Select the "Company Inventory" tab and fill in the company name, membership number & reporting year of inventory

Company name:	ABC Plantation Company Ltd
Membership num:	123456789

Guidance | Group summary | Company Inventory | Legend

- Fill in the "Company Inventory" tab as per the template. Guidance can be found below (picture below and point number 8)) & also as comments in the actual tab.

Country	Company/Region	Plantation/Estate Name	Total Estate planted area (Ha)	Year of 1st planting (Year)	OP Planting on Peat				Total Planted (Ha)	Avg. Peat depth (m)
					1	2	3	4		
Malaysia	Region A	Estate 1	4231	1960	250	123	45		418	2
Malaysia	Region A	Estate 2	3426	2000	245				245	5
Malaysia	Region B	Estate 3	3257	1998	29	43			68	2.5
Malaysia	Region B	Estate 4	3311	1997	49	21			68	1.2
Indonesia	Region C	Estate 5	4098	1997	44	134	29		198	2.5
Indonesia	Region C	Estate 6	3212	2005	330				400	3
Indonesia	Region D	Estate 7	4231	2002	264				264	2
Indonesia	Region D	Estate 8	4124	2001	52				52	2.8

- Auto filled based on "Legend" tab
- Fill according to planned classification
- Total planted area (mineral + peat)
- 1st year of planting on peat*
- Area planted on peat by planting cycle*
- Average peat depth (m)

7. Proceed to fill in the unplanted portion of the template. Definitions of each column is as below:

Other (Infra, buildings etc.)	Conservation (HCV/HCS, conservation)	Unplanted Area (Peat) (Ha)		Remarks (if any)
		Peat Rehabilitation	Peat	
Area (Ha)	Area (Ha)	Area (Ha)	Area (Ha)	
20	0	0	0	
0	22	2	2	
15	33	330	330	
17	43	0	0	
21	0	50	50	
5	23	53	53	
9	42	0	0	

Area (ha) of roads, buildings, drains, infra on peat areas

Peat marked from conservation inclusive of HCV, HCS areas. Fill in hectareage containing peat for the respective areas only.

Peat areas previously planted with OP which have been rehabilitated.

8. Additional guidance (*):

a. Year of 1st planting

- The earliest year OP was planted on areas containing peat in the estate/plantation.
- It is understood a plantation may have conducted new land clearance (strictly before Nov'18) on peat on multiple years (e.g. Estate 1 in the example above has plantings in 1960, 1985, 1998), select the earliest year (e.g. 1960)

b. Planted area (ha) based on cycle of planting

- To fill in the area (ha) based on the cycle of the current reporting period
- For example, using the planting cycle of 20 years:
 - 1st cycle – never replanted (e.g. 1st planted in 2004, never replanted as at 2018)
 - 2nd cycle – replanted once (e.g. 1st planted in 1993, replanted once in 2013)
 - 3rd cycle – replanted two times (e.g. 1st planted 1960, replanted in 1980 and 2000)
- In the example in the picture below, Estate 1 has total of 418 ha of OP planted on peat.
 - 1st planting new planting ever done on peat was 20ha (1960) followed 25ha (1961), 123ha (1993) and 250ha in 2004
 - As such, column "Year of 1st planting (Peat)" should be filled with the earliest year (1960)
 - Column for cycle 3 is 20ha + 25ha = 45ha
 - Column for cycle 2 is 123ha
 - Column for cycle 1 is 250ha

Country	Company/Region	Plantation/Estate Name	Total Estate planted area (Ha)	Year of 1 st planting (Peat)	OP Planting on Peat				Total Planted (Peat) (Ha)
					Planted area (Ha) based on cycle of planting				
					1	2	3	4	
Malaysia	Region A	Estate 1	4251	1960	250	123	45	4	418

9. Once completed for all estates/plantations and regions/companies, the "Group summary" tab will be auto populated based on the information keyed in the "Company Inventory" tab.

	A	B	C	D	E	F	G	H	I
1	RSPO Peat Inventory Reporting Summary								
2									
3	Company Name		ABC Plantation Company Ltd			Reporting Year		2018	
4	Membership Number		123456789						
5									
6	Total Planned area (Ha)		Summary of estates containing peat (Ha)						
7			Planted	Unplanted					
8				Conservation	Rehabilitation	Other			
9	34,238.00		1,787.00	99.00	191.00	231.00			
10									
11			Summary of peat area (Ha)						
12	Company Name	Country	Total planted area (Ha)	Planned Total Area	Other (Irriga, buildings etc)	Unplanned (MCV,PCS, Conservation)	Peat (rehabilitation)		
13	Region A	Malaysia	7937	661	20	21	2		
14	Region B	Malaysia	8568	322	32	76	500		
15	Region C	Indonesia	8668	566	26	23	503		
16	Region D	Indonesia	8345	356	21	73	26		
17	Region E	Liberia	0	0	0	0	0		
18	Region F	Papua New Guinea	0	0	0	0	0		
19									
20									
21									
22									
23	Guidance Group summary Company Inventory Legend g								

Annex 5: RSPO Peat Audit Guidance as of 25th March 2019

RSPO Peat Audit Guidance (P&C 2018)

Update to proposal prepared by RSPO Peatland Working Group meeting on 13-14 September 2018 to clarify potential audit guidance for Criteria 7.7 (as adopted by GA).

Indicator 7.7.1 There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas

Audit Issue	Audit Requirement	Guidance	Significance
New planting in peat	1. There is no new planting on peat soil in the plantation	<p>Checking may be based on records of land clearing and new planting, satellite image verification or site visits.</p> <p>Check any applications under NPP as well as planting within existing plantations or areas with NPP approved earlier.</p> <ol style="list-style-type: none"> 1. Check previous NPP documents. 2. Check details of area of peat identified (maps etc.). 3. Check management & monitoring plan based on NPP(s) submitted. 4. Check any areas of new planting 	High

Indicator 7.7.2 Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.

Audit Issue	Audit Requirement	Guidance	Significance
Mapping & peat inventory	<ol style="list-style-type: none"> 1. Peat inventory is prepared as per RSPO peat inventory template. 2. Map of peatland areas is available. Map to show: <ol style="list-style-type: none"> a. Extent of peat area & its land use (planted, conservation & other) as per RSPO peat inventory requirements b. Information sources. 	<p>Information sources should be provided for peat extent – ie soil survey (mention date and methodology), existing soil maps etc</p> <ol style="list-style-type: none"> 1. Check accuracy of maps – must be relevant 2. Auditor to do site verification of peat areas. 3. Conduct site verification of peat areas (planted, conservation others) against peat inventory <p><i>Map specification shall follow the 'RSPO Peat Inventory Template' guidance.</i></p>	High

Reporting to RSPO secretariat	<ol style="list-style-type: none"> 1. Peat inventory, map and shapefile are reported to RSPO secretariat within 12 months of adoption of RSPO P&C 2018 (by 15 Nov 2019) or prior to the first RSPO P&C 2018 certification audit – whichever comes first 2. Peat inventory, map and shapefile are updated to RSPO secretariat by 2022 or when significant changes occur on peat areas (e.g. acquisition or divestment etc.) 	<ol style="list-style-type: none"> 1. Verify evidence of reporting or updating (e.g. emails to RSPO secretariat) 	High
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Indicator 7.7.3 (C) Subsidence of peat is monitored, documented and minimised.

Audit Issue	Audit Requirement	Guidance	Significance
Subsidence of peat (Monitoring)	<ol style="list-style-type: none"> 1. There is a minimum of one (1) subsidence pole in every 240 ha of peatland areas planted with oil palm* 2. Records of quarterly monitoring of peat subsidence are available <p><i>*For smaller fragmented blocks of peat, one subsidence pole should be placed for each fragment >10ha).</i></p> <p><i>*For contiguous areas of peat >5,000ha, intensity of subsidence poles may be reduced based on adequate peat stratification. Justification and evidence to be provided by the grower.</i></p>	<ol style="list-style-type: none"> 1. Check map of subsidence pole & records of measurements. 2. Verify on site the presence of subsidence pole. If intensity is less than one pole/240 ha, check the evidence given by the grower. 3. For minimization of peat subsidence, see 7.7.4 	High

Indicator 7.7.4 (C) A documented water and ground cover management programme is in place.

Audit Issue	Audit Requirement	Guidance	Significance
Water management Programme	<ol style="list-style-type: none"> 1. There is a documented and implemented water management programme 2. Map of water management system (including canals, outlets and water control structures and monitoring points, flow direction) is available 3. Record of flooding history including area affected, duration and max water height during flood, is available and maintained. 	<ol style="list-style-type: none"> 1. There is a water management team who are regularly monitoring and maintaining the water management system (including water control structures, records, water levels etc.) 2. Check that the map is accurate and the appropriate scale (refer 'RSPO Peat Inventory Template' guidance) 3. Verify that management measures are 	High

		<p>taken in response to water level monitoring to ensure target water levels are maintained.</p> <p>4. Check records and flood maps.</p> <p><i>Note: This also covers the water management aspects of 7.7.6</i></p>	
Ground cover management programme	<p>1. There is a documented ground cover management programme that ensures good vegetation cover in the young replanted areas (0-5years) of the plantation.</p>	<p>This is critical in young plantations (0-5 years) to protect the peat surface and maintain humidity.</p>	Moderate

Indicator 7.7.5 For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Guidelines, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it should be replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.

Audit Issue	Audit Requirement	Guidance	Significance
Drainability assessment (replanting on peat only)	<p>1. Drainability assessment is conducted according to RSPO Drainability Assessment Procedure prior to replanting, and its summary is submitted to RSPO Secretariat</p> <p>2. Detailed result of assessment to be available on-site indicating:</p> <ul style="list-style-type: none"> a. Depth to drainage limit b. Drainage limit time (DLT) in years 	<p>Auditor to check that Drainability assessment has been undertaken for any recent replanting and that assessment is being planned prior to any upcoming replanting according to guidance in DA.</p> <p><i>Note: Refer to Annex 9 of RSPO DA Procedure.</i></p>	High
Long term Management plan for rewetted areas (if applicable)	<p>A management plan is developed and implemented; including with plans for areas where drainage limit time is < 40 years.</p> <p><i>Note: this include rewetting or rehabilitating the area with natural vegetation or productive land-use (paludiculture)</i></p>	<p>1. To check management plan and compare with site visit.</p> <p>2. Check monitoring of rehab sites as per management plan</p>	Moderate

Indicator 7.7.6 (C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.

Audit Issue	Audit Requirement	Guidance	Significance
Water level monitoring	<ol style="list-style-type: none"> 1. Water level monitoring post are placed in collection drains/main drains. 2. A minimum of one (1) piezometer per 120 ha, is installed in planted areas. 3. Water levels are monitored weekly in the collection drain or in-field. To ensure water levels are maintained: <ol style="list-style-type: none"> a. at an average of 60cm (between 50-70 cm) in collection drains; or b. at an average of 50cm (between 40-60 cm) in-field 	<ol style="list-style-type: none"> 1. Check the map showing location of monitoring post and piezometer. 2. Random check of piezometer (in field) and water monitoring post in (collection drain) 3. Check the records of water level monitoring <p><i>It is expected that the water levels will fluctuate depending in dry and wet seasons.</i></p>	High
Water level monitoring (Cont'd)	<ol style="list-style-type: none"> 4. Water levels (outside the water control structure) at relevant outlet gates are monitored. <ol style="list-style-type: none"> a. For areas affected by tidal flow, records of daily tidal fluctuations at the outlet point are available. 5. Records of all water level monitoring are available. 6. Daily local rainfall data of the certification unit is available. 7. Water monitoring information should be used for active management of water levels <p><i>Note: Plantations with long term water level monitoring that have identified the correlation between collection drain and in-field water levels may use monthly monitoring interval provided on-site verification shows good management of peat areas.</i></p>		
Fire prevention and control	<ol style="list-style-type: none"> 1. Fire prevention and control plan is available. 2. Fire Danger Rating System (FDRS) warning signs and system are in place. 	<ol style="list-style-type: none"> 1. The fire prevention and control plan is available, adequately covers both fire prevention and control)and is being 	High

	<ol style="list-style-type: none"> 3. Adequate firefighting equipment for peat fires is available. 4. Personnel have been trained to prevent and control peat fires. 5. Active fire patrols and monitoring are implemented. 	<p>implemented (including consultation as necessary with adjacent stakeholders)</p> <ol style="list-style-type: none"> 2. FDRS signage is in place, used for fire warning and prevention and warning level regularly updated (minimum every 2 days) 3. Regular training for personnel on fire prevention and response. 4. Specialized firefighting equipment is available and properly maintained (check records etc.) 5. Records of patrols and monitoring and follow up action if any incidents. 	
Leaning palms	<ol style="list-style-type: none"> 1. Compaction and/or hole-in-hole method prior to replanting on peat areas. 2. A Plan is available to address occurrence of leaning palm in current or future cycles. <p><i>Note for current cycle the plans may not prevent further leaning but may address issues related to eg root mounding, water management, harvesting etc.</i></p>	<ol style="list-style-type: none"> 1. Check record of compaction and /or hole-in-hole 2. Check plans to address the occurrence of leaning palm. 3. May be also tied to water management plan 	Moderate
<p>Indicator 7.7.7 (C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as “peatland conservation areas”; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the ‘RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat’, version 2 (2018) and associated audit guidance</p>			
Audit Issue	Audit Requirement	Guidance	Significance
Conservation of peatland set asides	<ol style="list-style-type: none"> 1. There is an assessment and management plan developed and implemented for the peatland areas to be rehabilitated and/or conserved. This plan can be established separately or as part of an integrated management plan for all conservation areas” 2. Degraded peatlands (if present) are being rehabilitated through restoration of hydrology, fire prevention, natural revegetation or planting of indigenous trees. 	<ol style="list-style-type: none"> 1. Check the report and management plan and verify its implementation at site 2. Check monitoring reports of conservation areas to ensure implemented as per plan 3. Site visit to verify implementation of rehabilitation measures (f applicable) 	High

Maintenance of natural water regimes in conservation areas and adjacent lands on peat	<ol style="list-style-type: none"> 1. Measure is taken inside the plantation's boundary that avoids drainage of peatland conservation areas as well as HCV or conservation areas adjacent to the plantation. <ol style="list-style-type: none"> a. Water table is maintained at near natural levels in peat conservation areas and along plantation boundaries adjacent to HCV and conservation areas. b. Water management (refer to 7.7.4 in audit guidance) within the plantation should not increase the fire risk of areas adjacent to the plantation 	<ol style="list-style-type: none"> 1. To check records of water table maintenance at the boundary canal. 2. Mechanism to control the accessibility by land or water. 	High
Fire prevention and control (Conservation areas)	<ol style="list-style-type: none"> 1. Fire prevention and control plan for conservation areas is available 2. Adequate firefighting equipment for peat fires available. 3. Personnel have been trained to prevent and control peat fires in conservation areas. 4. Active fire patrols and monitoring in conservation areas. 	<ol style="list-style-type: none"> 1. The fire prevention and control plan is available (as a separate plan or integrated with plantation plan) and is being implemented (including issue of consultation as necessary with adjacent stakeholders) 2. The plan covers both fire prevention and control 3. FDRS signage is in place, used for fire warning and prevention and warning level regularly updated 4. Regular training for personnel on fire prevention and response. 5. Specialized firefighting equipment is available and properly maintained (check records etc.) 6. Records of patrols and monitoring and follow up action if any incidents. 	High

Annex 6: PLWG 2019-2020 Workplan

PLWG2 Workplan



Budget & Expenditure FY18/19 (As at Nov'18)

B. Code	Description	Budget (RM)	Spent (RM)	Balance (RM)	Activity
ER008	PLWG	55,000	21,716.56	33,283.44	Meeting venue & travel arrangements
ER009	Dev. of BMP (Peat)	376,000	13,078.86	362,921.14	1. Review of existing BMPs on peatland 2. Dev. Of peat drainability assessment guidelines 3. Dev. OF BMPs on peatland for Smallholders
Total		431,000		396,204.58	



Activities c/f FY 17/18

No.	Key Activity	2018												Remarks	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1.	Revised BMP Peat Draining CFI														Finalizing 8th PLWG. Completion of study by end of Jan
2.	Revised BMP Peat (Drainability)														Finalizing 8th PLWG. Completion of study by end of Jan
3.	BMP Outreach														Finalizing 8th PLWG. Completion of study by end of Jan
4.	Peat Drainability awareness														Finalizing 8th PLWG. Completion of study by end of Jan
5.	Peatland mapping exercise														PeatC agreed to have analysis on peat inventories
5a.	- Completion of inventory														
5b.	- Analysis of peat inventory														
6.	BMP Peat Out														Preparing for tender process
6a.	- Training & Outreach of SH BMP														



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Peat Requirements: Outreach & Training



1

Requirements in P&C 2018

No	Indicator	New Requirement	Proposed training
1	7.7.1	No new planting on peat 15 Nov 18 onwards	Peat 101
2	7.7.2	Peat inventorised, documented & reported	Peat Inventory (with Peat 101)
3	7.7.3	Peat subsidence is monitored, documented & minimised	As per audit checklist (with Peat 101)
4	7.7.4	A documented water & ground management programme is in place	Peat 101 (intro) Is technical training needed? Technical training/workshop (external)
5	7.7.5	Drainability assessment	Peat 101 (intro) Technical training needed?
6	7.7.6	RSPO BMP for existing OP	Peat 101 (intro) Technical training needed?
7	7.7.7	RSPO BMP for rehabilitation	Peat 101 (intro) Technical training needed?



2

Proposed training for Peat Requirements

No	Training req.	Target	Description
1	Peat 101: P&C 2018 requirements	Growers CBs	<ul style="list-style-type: none"> Covers all requirements based on P&C 2018 Combined with 1a & 1b
1a	Outreach of BMPs (Existing OP & Rehab)	Growers	<ul style="list-style-type: none"> Introduces the BMPs for both existing & Rehab Talks on compulsory requirements based on audit checklist
1b	Peat Inventory	Growers	<ul style="list-style-type: none"> Introduction of template & how to fill Reporting requirements (frequency, deadlines etc)
2	Drainability assessment	Growers	<ul style="list-style-type: none"> Technical training inc. of site demo (proposed 2 day workshop)
3	Audit Checklist	CBs	<ul style="list-style-type: none"> Introduction of checklist to CBs Explanation of what, why, where, when, who, how etc.
4	Outreach of BMPs (Smallholders)	ISHs	TBD
5	Training on Peat BMPs for SHs	ISHs	<ul style="list-style-type: none"> Technical training with site demo on BMP implementation (proposed 2 day workshop)

3

Training for Peat Requirements (Frequency)

No	Training req.	Target	Proposed event	Freq.	Trainer
1	Peat 101: P&C 2018 requirements	Growers CBs	P&C Roadshow CB Workshop	Quarterly	Secretariat
1a	Outreach of BMPs (Existing OP & Rehab)	Growers	P&C Roadshow	Quarterly	Secretariat
1b	Peat Inventory	Growers	P&C Roadshow	Quarterly	Secretariat
2	Drainability assessment	Growers	Standalone workshop	Biannual	External
3	Audit Checklist	CBs	CB Workshop	Quarterly	Secretariat
4	Outreach of BMPs (Smallholders)	ISHs	SH Workshop	TBD	TBD
5	Training on Peat BMPs for SHs	ISHs	Standalone Workshop	Biannual	External



4

Training for Peat Requirements (Frequency)

No	Training req.	Trainer	Training slides	Budget
1	Peat 101: P&C 2018 requirements	Secretariat		
1a	Outreach of BMPs (Existing OP & Rehab)	Secretariat	Prepared by sec. with advice from PLWG	Budgeted under dept.
1b	Peat Inventory	Secretariat		
2	Drainability assessment	External	Prepared by trainer	To budget
3	Audit Checklist	Secretariat	Prepared by sec. with advice from PLWG	Budgeted under dept.
4	Outreach of BMPs (Smallholders)	TBD		TBD
5	Training on Peat BMPs for SHs	External	Prepared by trainer	To budget



5

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