

**Minutes of the Human Rights Working Group (HRWG) Meeting  
29 August 2022  
Virtual Meeting  
Time: 8:00pm to 10:00pm (GMT +8)**

Attendance:

Name	Organisation	Constituency	Status
<b>Co-Chairs:</b>			
Noor Izlin Andrina (IA)	Sime Darby Plantation	Grower (MY)	Co-Chair
<b>Members: -</b>			
Lim Sian Choo (SC)	Bumitama	Grower (IND)	Substantive Member
Tulio Dias Brito (TDB)	Agropalma	Grower (RoW)	Substantive Member
Paloma Silva (PS)	Agropalma	Grower (RoW)	Alternate Member
Rebecca Armson (RA)	Goodhope	Grower (IND)	Substantive Member
Wong Kok Seng (KS)	Fujioils	P&T	Substantive Member
Perpetua George (PG)	Wilmar	P&T	Substantive Member
Laila Wilfred (LW)	Cargil	P&T	Substantive Member
Claudine Musitelli (CM)	Unilever	CGM	Substantive Member
Winfridah Nyakwara (WN)	Unilever	CGM	Alternate Member
Natasha Mahendran (NM)	Mars, Incorporated	CGM	Alternate Member
Sarah Smith (SS)	Kelloggs	CGM	Alternate Member
Irina van der Sluijs (IS)	NN Investment Partners	Finance Institution	Substantive Member
Marcus Colchester (MC)	Forest Peoples Programme	SNGO	Substantive Member
Flavio Linares (FL)	Solidaridad	SNGO	Substantive Member
Nursanna Marpaung (NM)	HUKATAN	SNGO	Alternate Member



**Secretariat: -**

Leena Ghosh (LG)	RSPO Secretariat
Prasad Vijaya Segaran (PVS)	RSPO Secretariat
Nur Adilla (NA)	RSPO Secretariat
Javin Tan (JT)	RSPO Secretariat
Nithya Sarah Zachariah (NSZ)	RSPO Secretariat
Azlinah Al-Aydeross (AA)	RSPO Secretariat

No.	Item and Main Discussion Points	Action Items												
<b>1.0</b>	<b>Welcome</b>													
	<ul style="list-style-type: none"> <li>Welcome by Co-chair and purpose of the meeting outlined</li> </ul>													
1.1	<u>RSPO Antitrust Guidelines, Consensus-Based Decision Making, Declaration of Conflict of Interest</u> <ul style="list-style-type: none"> <li>Read by the Co-chair and agreed upon by members</li> </ul>													
1.2	<u>Welcome of New Members to the HRWG</u> <ul style="list-style-type: none"> <li>The following new HRWG members were welcomed:                             <table border="1" data-bbox="441 1064 1279 1329"> <thead> <tr> <th>No.</th> <th>Member</th> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wong Kok Seng</td> <td>Fuji Oil (P&amp;T)</td> </tr> <tr> <td>2</td> <td>Susanne Gauster</td> <td>Oxfam (sNGO)</td> </tr> <tr> <td>3</td> <td>Alexandra Tarmo</td> <td>Unilever (CGM)</td> </tr> </tbody> </table> </li> </ul>	No.	Member	Organisation	1	Wong Kok Seng	Fuji Oil (P&T)	2	Susanne Gauster	Oxfam (sNGO)	3	Alexandra Tarmo	Unilever (CGM)	
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<b>2.0</b>	<b>Minutes of the Previous Meeting (23 March &amp; 26 April 2022)</b>	
2.1	<p><u>Approval of HRWG Minutes of Meeting (MoM) –23 March 2022</u></p> <ul style="list-style-type: none"> <li>The Secretariat went through the MoM of 23 March 2022. It was proposed by MC and seconded by PG. Members confirmed the MoM, and the minutes were adopted.</li> </ul> <p><u>Approval of HRWG Minutes of Meeting – 26 April 2022</u></p> <ul style="list-style-type: none"> <li>The Secretariat went through the MoM of 26 April 2022. It was proposed by MC and seconded by PG. Members confirmed the MoM, and the minutes were adopted.</li> </ul>	
2.2	<p><u>HRWG Action Tracker – 26 April 2022</u></p> <ul style="list-style-type: none"> <li>Secretariat informed the point of actions and progress of work discussed during the meeting on 26 April 2022. No pending issues were raised.</li> </ul>	
<b>3.0</b>	<b>HRWG Subgroups</b>	
3.1	<p><u>FPIC Subgroup</u> <i>Revised FPIC Guide</i></p> <ul style="list-style-type: none"> <li>In the progress of receiving final comments for the final draft of the Revised FPIC Guide from the FPIC Subgroup by 2 September.</li> <li>The Revised FPIC Guide will be shared with HRWG via email (for a 2-week period) to receive comments and approval.</li> <li>A SNGO member discussed the delay in the development of the Revised FPIC Guide. <ul style="list-style-type: none"> <li>A P&amp;T suggested considering expertise, familiarity with the RSPO, and ability to write guidance documents when selecting consultants.</li> </ul> </li> <li>A SNGO member and a Grower member also said to consider the grey areas within FPIC and how we can better address them whilst developing guidance.</li> <li>A Grower member suggested that despite previous experience it is important to widen the pool of consultants and continuously reflect on the lessons learned through this process.</li> </ul>	<ul style="list-style-type: none"> <li>Secretariat to share the Women Safety Project draft Strategy Paper with MC</li> <li>FL to share the findings from the baseline study conducted in Honduras.</li> </ul>



<p>3.2</p>	<p><i>Simplified FPIC Approach for ISH</i></p> <ul style="list-style-type: none"> <li>• Draft has been sent to HRWG and SHSC members. The Secretariat has received feedback. Comments will be consolidated</li> <li>• Secretariat will discuss how the field trials can be conducted before further approval and endorsement of the guidance document</li> </ul> <p><u>Gender Subgroup</u></p> <p><i>Women's Safety Project</i></p> <ul style="list-style-type: none"> <li>• The scope of the project has been narrowed to conduct a baseline study in Indonesia to produce a Research Brief. The projected timeline is September 2022 to June 2023.</li> <li>• The ToR is currently being developed and will be shared with the subgroup for comments</li> <li>• Based on estimates provided by consultants, the group will be able to determine the grant funding to be provided for this project.             <ul style="list-style-type: none"> <li>○ Members requested clarity on the target, timeline, and further details of the project.</li> <li>○ In light of the change of representative from Oxfam, further clarification is needed on Oxfam's role since they had previously committed in terms of technical expertise around the subject rather than financial commitments.</li> <li>○ A SNGO member offered to share the strategy paper with potential donors/ co-funders.</li> </ul> </li> </ul> <p><u>Labour Subgroup</u></p> <p><i>Compilation of Labour-related tools</i></p> <ul style="list-style-type: none"> <li>• A compilation of labour-related tools as well as organisations' experiences of using these tools to be shared on the RSPO website as a point of reference</li> </ul> <p><i>Guidance on recruitment fee identification and remediation</i></p> <ul style="list-style-type: none"> <li>• CGF is currently developing guidance on repayment of recruitment fees. It is proposed to leverage CGF's research and contextualise it for the palm oil sector</li> </ul>	
<p>3.3</p>		

	<p>context.</p> <ul style="list-style-type: none"> <li>● Existing research and guidance on recruitment fees will also be analysed.</li> <li>● It was proposed that a discussion with MPOA is held to provide input on the topic.</li> </ul> <p><i>Training for Companies</i></p> <ul style="list-style-type: none"> <li>● Social Dialogue, Forced labour and Ensuring Labour Rights and Identification of Risks for Temporary/ Casual Workers             <ul style="list-style-type: none"> <li>○ A sNGO member suggested adding Social Auditing (as recommended by the outcomes of a Profundo Study conducted previously).</li> <li>○ A Grower member also agreed and stated the need to reflect and utilise the findings of the Profundo Study. The Grower member also stated that is important that RSPO members understand the audit system and what the auditors are looking at when auditing to mitigate risks and hopefully reduce grievances.</li> <li>○ A CGM member stated the need of a detection element in conjunction with a protection element in social auditing and guidance development.</li> <li>○ A sNGO member also recommended reflecting on past grievances to identify the main issues faced as well as look at the existing research available. The member shared about a Honduras study based on participatory education models to address decent work and social issues that were aligned with ILO and RSPO compliance.                 <ul style="list-style-type: none"> <li>■ FL to share Baseline study conducted in Honduras</li> </ul> </li> <li>○ A sNGO emphasised the importance of socialising these topics to trade unions</li> </ul> </li> </ul> <p><i>Development of guidance on Social Dialogue, including a pilot for companies and training for unions and companies</i></p> <ul style="list-style-type: none"> <li>● Further discussion needed with the subgroup on activities and timeline</li> </ul>	
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<b>4.0</b>	<b>Approval of Updated HRWG Strategy 2021-2023</b>	
4.1	<ul style="list-style-type: none"> <li>• The Secretariat gave an overview of the changes made to the HRWG Strategy 2021-2023.</li> <li>• The changes were made to reflect the activities and programs taking place from 2022 to 2023.</li> <li>• A SNGO member noted the importance of the right to remedy which should be taken into account when carrying out the activities</li> <li>• Approval was received and seconded by NM and MC.</li> </ul>	<ul style="list-style-type: none"> <li>• Secretariat to escalate the updated HRWG Strategy Paper 2021-2023 to the SSC for review</li> </ul>
<b>5.0</b>	<b>Prison Labour- RSPO's Position</b>	
5.1	<ul style="list-style-type: none"> <li>• A recent question raised by a grower member brought forward RSPO's position on the usage of Prison labour as well as parole labour.</li> <li>• A P&amp;T member stated to be careful of endorsing new items in light of the P&amp;C review.</li> <li>• A member suggested that HUKATAN and CNV provide inputs on this matter to the P&amp;C Taskforce.</li> <li>• A P&amp;T member stated it is important to look at the broader context of where forced prison labour is used and note the distinction between parole and prison labour (which should not be used interchangeably) as the position paper is not adequate.</li> </ul> <p>Decision: To hold off to providing a position on the use of prison labour within the workforce until the Standards Review process is completed.</p>	
<b>6.0</b>	<b>Updates from Secretariat</b>	
6.1	<p><u>Standards Review Updates</u></p> <ul style="list-style-type: none"> <li>• JT provided an overview of the proposed structure of the P&amp;C Review (<a href="#">available on the RSPO Website</a>) and the topics of discussion.</li> <li>• The consensus reached at the Taskforce level includes: <ul style="list-style-type: none"> <li>○ Definitions (Smallholder, Medium Grower, Grower)</li> </ul> </li> </ul>	

<p>6.2</p>	<ul style="list-style-type: none"> <li>○ Applicability of P&amp;C (Scheme, Medium Grower)</li> <li>○ Principle 5 - Support Smallholder Inclusion</li> <li>○ Principle 6 - Labour</li> <li>○ Remediation and Compensation</li> <li>○ Joint HCV/HCS Procedure for High Forest Cover Country (HFCC)</li> </ul> <p><u>DLW-TF Activities</u></p> <ul style="list-style-type: none"> <li>● 11 May Meeting:             <ul style="list-style-type: none"> <li>○ Approved recommendation on review of P&amp;C indicator 6.2.6</li> <li>○ Made recommendation to Shared Responsibility working group (SRWG) to incorporate indicator 6.2.6 in its requirement the same way as in the P&amp;C</li> </ul> </li> <li>● 22 August Meeting:             <ul style="list-style-type: none"> <li>○ Discussed findings based on internal gap analysis and discussions which highlighted gaps in understanding DLW, and challenges faced in implementing of it</li> <li>○ LG gave an overview of the Revised DLW Strategy, applying a stepwise approach to focus on socialisation, capacity building and learning.</li> <li>○ Discussed a proposal to metricate DLW</li> </ul> </li> </ul>	
<p>6.3</p>	<p><u>HRD Implementation Feedback</u></p> <ul style="list-style-type: none"> <li>● Feedback was sought on the presentation circulated which gave an overview of the HRD implementation</li> </ul>	
<p><b>7.0</b></p>	<p><b>AOB</b></p>	
	<p>Next HRWG Meeting</p> <ul style="list-style-type: none"> <li>● Members agreed upon a physical meeting to take place on 25 November 2022 from 2 -5 pm in Malaysia (RT venue)</li> <li>● This date was picked to coincide with the RT commencing on the 28 November</li> </ul>	<ul style="list-style-type: none"> <li>● Secretariat to organise the meeting on the agreed upon date.</li> </ul>
	<p>Meeting Closed</p>	