

MINUTES OF MEETING

RSPO Supply Chain Traceability Working Group (SCT WG)

10th Meeting (Hybrid Mode)

Venue: Shangri-La Kuala Lumpur, Malaysia

Date and time: 28 Nov 2022 at 8:00am – 10:00am CET.

Agenda

1. Opening remarks and antitrust statement
2. Approval of Agenda
3. Approval of previous minutes SCT WG Meeting
4. Updates RSPO Secretariat
5. Open action points
6. Action point from Previous Meeting
7. AOB

Members Attendance:

Name	Organisation	Group Representation	Attendance
Robbert Kessels	Sipef	Grower	Yes
Daphne Hameeteman	Wilmar Europe	P&T	Yes
Sietse Buisman (Virtual)	Cargill	P&T	Yes
Helen Scholey	Shell	P&T	Yes
Rina Rahayu	IOI Group	P&T	Yes
Angga Prathama Putra	WWF	eNGO	Yes
Aitor Gamen (Virtual)	Coty Inc	CGM	Yes
Mark Wong	Sime Darby Oils	Grower	No

RSPO Secretariat Attendance:

Name	Position
Inke Van Der Sluijs	Director, Market Transformation
Aryo Gustomo	Deputy Director of Compliance
Muhammad Shazaley Abdullah	Head of Certification
Ruzita Abd Gani	Supply Chain Manager
Divya Bajpai	Assurance Manager, Europe (Virtual)
Mohd Shafiqul Syaznil	Data Analyst Executive

Observers: Michel Riemersma from Solidaridad (Social NGOs) and Eddy Esselink from MVO (P&T and cochair of the MDSC)

1. Opening remarks and Antitrust statement

Meeting started with welcoming the members who were present physically and virtually to the 10th meeting of the SCT WG and reminded all members of the RSPO antitrust statement. SCT WG asked for the link to the sales data in our new website, which was shared during the meeting <https://rspo.org/our-impact/outcomes-and-impacts/> displayed under the “Certification figures” tab CSPO Supply and Sales.

2. Agenda

The Agenda for the 10th SCT WG Meeting was approved by the members.

3. Approval of previous minutes SCT WG meeting

The minutes of the 9th meeting were approved without any amendment and comments.

4. Update RSPO Secretariat

SCT WG were updated on the following upcoming events:

- Public consultation on draft Standards 2023 closes 31 Dec 2022
- RSPO Rules on Market Communication & Claims 2022 is launched
- RSPO Inter-American Conference from 30-31 May 2023 in Miami
- RSPO New Website was launched on 15th Nov 2022
- General Assembly (GA 19th) is on 1st Dec 2022
- Introducing Aitor Gamen from CGM Sector to SCT WG

5. Open Action Points

Discussion on the open action points was done as below:

- 1) The SCT WG will be chaired by the RSPO secretariat unless a member wants to volunteer and the members agree to the nomination
- 2) Filling of the vacant positions of Social NGOs, Retailers, and Banks & Investors still remain open.
- 3) CSPKO Graph Approval

6. Action Item from Previous Meeting:

Action Item 1: Approval of Graph 3-Annual CSPKO AP and Sales. To publish the Graph without showing the conversion factor.

Action Taken: SCT WG has come to conclusion on Graph approval proposed by RSPO Secretariat with two actions:

- 1) Graph will be published with merged data for Actual Production of CSPKO and

conversions to CSPKO on website hyperlinked to the conversion paper explaining 1:1 rule of CSPK to CSPKO

- 2) Second Graph with the Actual Production of CSPKO and conversions to CSPKO displayed separately will continue to be discussed with the SCT WG.

Action Item 2: Expiry for the Mill List in PT

The development for this function within the RSPO PalmTrace platform is currently put on hold, due to the ‘Priority’ discussion under agenda item 7.

7. Discussion on Improvement of PT

The following projects related to Palm Trace improvement were discussed and a decision to proceed or not proceed was made by SCT WG.

Sr. No.	Subject	Decision Made by SCT WG
1	To resolve synchronisation errors between PT-SugarCRM-SF-website. Among the main causes due to membership change category and ‘update’ licence function.	Approved with highest priority
2	Mechanism to prevent sold volume exceeding the actual production. Phase 1 To give only warning message not preventing oversell - Deployed to production on 11.09.2022 Phase 2 : Only allow ISH to sell credit by actual and updated volume based on CB volume allocated	On Hold
3	Destination Port Information Gathering in RSPO PalmTrace. Able to extract the actual physical movement of the RSPO certified sustainable oil palm products into the marketplace.	Approved
4	RISS multi stage of certification. Assign licence to multiple phase of RISS certification within their member (E1, E2, MS A and/or MS B)	Approved
5	Trademark remote audit . RSPO Rules on Market Communications and Claims 2022 - clause 5.1.6 (pg 12) requires member to conduct remote audit	Not in Priority

6	Book & Claim Audit Checklist Submission in RSPO IT Platform. Phase 1 All members who want to purchase, claim and claim on behalf will be required to register in the PT Phase 2 :To integrate the data between PalmTrace and Salesforce specifically for the Book & Claim audit checklist submission.	Phase 1 approved
7	PT-Inclusion of GeoRSPO as credible source of data to enhance estate unique ID. Inclusion during licence submission by CB in section 1 PT where estate information i.e name and GPS coordinates .	Need Position Paper to discuss further in next SCT WG meeting
8	PT - New Planting Procedure(NPP) . PT platform for members to submit their NPP documents.	
9	To streamlining crusher activities with appropriate processing rights. Crusher process CSPKO and CSPKE only.	High priority
10	Mill list expiry. Enhancement required in PalmTrace for the system to be able in identifying the list of mills that have not been supplying to the particular buyer in the last 12 months to be removed as part of the supplying mill	Put on Hold
11	Remediation and Compensation procedure, HCV assessment. plan for automatic submission, reply, review and approval including calculation of information, Compensation plan, Linked to Member, Conservation risks identification, Submission done through emails, Linked to certification information, Potential, Check during IC and RC process against HCV	Need Position Paper to discuss further in next SCT WG meeting

8. Discussion on Position Paper

- Position Paper 1: Destination Port Information Gathering in RSPO PalmTrace (**approved by SCT WG**)

Link: https://docs.google.com/document/d/1DBkJ3E_kRfEXSeuZKqab-l1slcgqAUej/edit

- Position Paper 2: Available RSPO Credits Publication in RSPO website (**this is put on hold by SCT WG and requested to discuss again with ISH Group & with Legal**)

Link: <https://docs.google.com/document/d/1rWDwwd7i1WxcBsEkV0VtissNce7fWw1R/edit>

- Position Paper 3: Enhancement of Book & Claim Audit (due to time restriction the paper will be sent out through email to SCT WG together with Geographical paper.)

Link: <https://docs.google.com/document/d/1fbjfBclXrd5O0KmSqsdc2r6SZuA5ImYs/edit#>

9. AOB

The meeting adjourned at 10.00 am CET and it was mentioned that the next meeting will be held in Feb 2023