

Summary of Twenty Eight Technical SRWG Meeting

The Twenty Eighth (28th) Shared Responsibility Working Group (SRWG) technical meeting was opened at 9.33 AM (CEST), September 7, 2023 by the Secretariat virtually.

The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged.

The Secretariat presented the status of key deliverables of the SRWG as Uptake targets, VM, Guidance documents, CSPKO engagement plan, etc. Also the preliminary data of the SR Scorecard September 2023 was presented together with the comms activities that are planned to get a better engagement and visibility. SR activities during the RT2023 were also discussed.

The Secretariat thanked everyone for attending the meeting, and looks forward to seeing everyone in the next meeting on October 10, 2023.

The meeting was closed at 10.55 AM (CEST).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 28th Technical Meeting

Date: September 7, 2023 (Tuesday)

Time: 9.32 AM to 4.55 PM (CEST)

Venue: Video Conference (RSPO ZOOM 6)

Attendance:

| | |
|--|---|
| <p>Members and Alternates</p> <ol style="list-style-type: none">1. Ben Vreeburg (BV, Bunge)2. Brian Lariche (Humana Child Aid Society, Sabah)3. Catarina Vivalva (CV, BNP Paribas)4. Girish Deshpande (GD, P&G)5. Julian Walker-Palin (JWP, RPOG)6. Kamal Seth (KS, WWF International)7. Lim Sian Choo (Bumitama Agri Ltd)8. Mariama Diallo (MD, SIAT SA)9. Nursanna Marpaung (NM, HUKATAN)10. Surina Binti Ismail (Sbi, MPOA) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Claire Dong (CD, Avon) (virtually joining)2. Hannah Mittner (HM, Lidl Stiftung & Co. KG)3. Harjinder Kler (HK, HUTAN)4. Joshua Lim (JL, Wilmar) | <p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Lilian Garcia Lledo (LGL)2. Inke van der Sluijs (IvdS)3. Christine Joan Spykerman (CJS) |
|--|---|

| No | Description | Action Points |
|-----|--|--|
| 1.0 | <p><u>Welcome Note</u> The Secretariat welcomed the SRWG members to the meeting The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting include:</p> <ol style="list-style-type: none"> 1. Welcoming and Agenda 2. Approval of the minutes 3. RSPO Secretariat updates <ul style="list-style-type: none"> o Action points o RSPO Secretariat updates o Status of key deliverables 4. SRWG 5. Guidance document 6. SR Scorecard 7. SR at RT2023 8. AOB and next meeting | |
| 3.0 | <p><u>RSPO Secretariat Updates</u> Overview action points Open action points for the Secretariat are:</p> <ul style="list-style-type: none"> - engage with the biggest companies in each sector to socialise the new uptake targets and understand the dynamics of their markets. - to provide the absolute number corresponding to the members contacted and that responded in 2020 to the survey, an overview by region of which constituency is saying what reason for not meeting the uptake target, for which product (CSPO/CSPKO). (on hold) - to reach out again to SHSC co-chairs to ask for recommendations for a Grower SH Rep in | <ol style="list-style-type: none"> 1. Secretariat to follow up on the CSPKO and CSPO exercises with the Assurance Division. |

the SRWG.

- to check the RSPO messaging on food security.
- to draft a ToR for SR revision. (on hold)

Completed actions points /to be discussed in this call are:

- Secretariat checked if a CSPO mapping exercise had been done by Assurance /ASC before with the conclusion that the data may be available but not placed together with a narrative. This will be part of the CSPO mapping exercise that the SR Unit will coordinate.
- to align with the RT committee and prepare the concept note for the RT SR session.
- to follow up on changing the overseeing committee from SSC to MDSC.
- to include the agree comments/decisions in Draft 3 and share it with the SRWG members for its distribution among sector peers (by using membership group emails)

The SRWG members are requested to sign the circulated ToR and send it back to the Secretariat.

Secretariat updates:

- Latest announcements:
 - RSPO's [new Deputy Director for Market Transformation](#), Latin America - Camilo Santos Arevalo
 - RSPO [Scales up Sustainable Palm Oil Partnerships](#) in India
 - [Update](#): Complaints and appeals procedures 2017 and grievance system review.
 - José Roberto Montenegro Baide and Anne Rosenbarger named [Co-Chairs of RSPO Board of Governors](#)
 - China strengthens shared vision for a sustainable palm oil industry - [2023 China Sustainable Palm Oil Forum](#)
 - [Final list](#) of ACOP 2022 non submitters.
 - [Call for comments](#) on membership applications
- Save the date:
 - [RSPO-MONASH Joint Symposium](#) - 25-26 September 2023, Monash University Malaysia, Kuala Lumpur.

- [JaSPON x RSPO Conference and Members Engagement Forum](#) - 11-12 October 2023.
- RT 2023 - 20 - 22 November, Jakarta, Indonesia. [Early Bird Registration](#).
 - [ANNOUNCEMENT](#) ON 20TH GENERAL ASSEMBLY (GA20) OF RSPO MEMBERS: Wednesday 22 Nov.
 - [Resolution Submission Form](#) until 13 September.

Status of key deliverables

All the items keep being work in progress.

SRWG:

- **Uptake targets Y4 endorsed - Next steps**
 - Announcements and webinars (dates TBC)
 - *CSPKO engagement plan*- alignment meeting in KL office of key MT, IMEL and Certification Unit representatives to identify the next actions and PICs:
 - To address the **losses** in the supply chain: Certification Unit will work on providing the following data:
 - updated list of certified mills with unsold CSPK,
 - list of certified KCP with unsold CSPKO,
 - list of certified ISH unsold CSPKO, and
 - spatial mapping Certified Mill - KCP.

MT division to develop an outreach and engagement plan with these identified actors.
 - To increase the overall CSPO/CSPK **supply**: Certification Unit will:
 - provide a list of uncertified KCP.
 - monitor the RaCP processes (cases to be closed soon) and
 - assess which mills with approved Concept Note have not gone for certification yet, and which ones will get the Concept Note accepted soon.

MT to reach out and engage with these actors.

- **Uptake targets Y4 endorsed - Next steps**

- Uptake targets are applicable to **new** Ordinary members (joining from **Sept 2023** onwards) from the starting point of membership. These members will be assessed on their uptake target performance assessed on their first mandatory ACOP.
- Outreach underperformed members to incentivize ISH Credits.
- **CSPO mapping exercise:**
 - Certification to provide the data of the geographical distribution of CSPO sales (done by certified mills) vs Actual Production (i.e. identification of unsold volume), and
 - the geographical distribution of CSPO purchases (done by 1st buyer) vs actual production volume- map of unpurchased V.
 - SR Unit to present the data to the SRWG and follow up on any actions.

It was explained that for both the CSPKO and CSPO exercises, the SR Unit/SRWG will play the role of internal coordinator, as the first step is to get the data. The body to make the decisions is still to be decided, most probably the SCTWG.

It was recommended by the WG to invite commercial brands to understand their models and use their expertise.

- **MDSC** as SRWG overseeing committee - alignment on task/expectation during MDSC meeting on 7 Sept (2pm CEST).
- **3rd Physical meeting (19 November) in Jakarta** - Attendance to confirm. Topics: Uptake targets (including the Credits assessment), co-chair election, ToR of SR revision (tbc).
- **Verification Manual - Draft 2:**
 - No undergo a second PC
 - Bring it to the SSC as last activity to oversee from the SRWG
 - Final proposal on Verification process:

| | | |
|-----|--|---|
| | <div data-bbox="174 240 1346 743" data-label="Diagram"> <p>Data collection mechanism</p> <ul style="list-style-type: none"> Members report SR performance (Uptake Volume) in ACOP Members upload evidence of SR performance in MyRSPO <p>Verification of SR requirements</p> <p>STEP 1 - Annually, RSPO Secretariat checks: 1) ACOP data compliance and 2) MyRSPO data completeness of ALL members</p> <p>STEP 2 -Members can <u>choose</u> to show compliance through:</p> <ol style="list-style-type: none"> Public statement on member's website Disclosure of compliance with an external system <p>SR Scorecard Webpage</p> <p>Criteria for Step 1:</p> <ol style="list-style-type: none"> The SR uptake targets performance is calculated and concludes if the members have met the annual uptake target applicable to them. Members; MyRSPO profiles are checked to identify if the members have uploaded the evidence, accept the declaration of support or do not provide evidence. <p>Criteria for Step 2:</p> <ol style="list-style-type: none"> Statement to be easily accessible and visible Disclose which SR requirements are covered by the compliance with the external system. Statement to be easily accessible and visible. </div> <ul style="list-style-type: none"> Verification Manual - Draft 2: <ul style="list-style-type: none"> Final proposal on Incentives/sanctions: <p>Sanctions proposed:</p> <div data-bbox="277 895 591 1011" data-label="List-Group"> <p>Failure to submit ACOP:</p> <ul style="list-style-type: none"> 1st year - warning letter 2nd consecutive year - suspension 3rd consecutive year - termination </div> <div data-bbox="613 895 927 1158" data-label="List-Group"> <p>Failure to report in MyRSPO:</p> <ul style="list-style-type: none"> 1st year - warning letter 2nd consecutive year - warning letter 3rd consecutive year - recommendation* to the BoG for suspension 4th consecutive year - recommendation* to the BoG for termination <p><small>*List with recommendations and reason given by the</small></p> </div> <div data-bbox="958 895 1272 1035" data-label="List-Group"> <p>Failure to meet the Step 2 of the verification process.</p> <p>Publish the member's performance on the website</p> </div> | |
| 4.0 | <p>Guidance documents</p> <ul style="list-style-type: none"> Draft 3 shared with SRWG members. Changes were highlighted in yellow. Socialisation with NASPON done on 31st August meeting - focused on SR requirements on Communication, FPIC, SH inclusion, Pay conditions of workers and resourcing. | 2.Secretariat to send the Guidance doc directly to the members using the membership group emails. - amend the distribution lists. |

- Next steps:
 - a. To include minor amendments: Promotion of ISH Credits by NGOs, overview of governance bodies vacancy seats, clarifications on 'issue date' of legal requirements (i.e. applicable to permits) and type of evidence of compliance related to suppliers/contractors (legal compliance, HR policy, FPIC)
 - b. SR Unit will share draft 3 using Membership Group email (please confirm if you already shared the draft 3).
 - c. Session with FICG to receive feedback - to be planned.
 - d. SR13 and 14 to be presented during next SHSC meeting in September.

5.0

SR Scorecard

- **M&E methodology** updated (to be uploaded in website) : **25** SR requirements applicable to CGMs, Ret and P&T, **23** to B&I and **19** to NGOs → Different weighting.
- Preliminary data - overview of **1861** active members eligible to comply with SR in 2022.

| Sector | Members | Average scoring (SR Scorecard) | Sector | CSPO uptake 2022 (average) | % members met uptake target | % members above 95% (current year) | % members target not met | % members did not submit ACOP | % members NA* |
|--------------|-------------|--------------------------------|--------------|----------------------------|-----------------------------|------------------------------------|--------------------------|-------------------------------|------------------|
| B&I | 12 | 4.0 | CGM | 75.8% | 48% (429) | 3% (28) | 24% (216) | 2% (19) | 23% (208) |
| CGM | 900 | 2.0 | P&T | 36.5% | 23% (187) | 0.4% (3) | 22% (180) | 3% (27) | 51% (407) |
| eNGO | 41 | 3.6 | Retailers | 93.0% | 55% (45) | 9% (7) | 15% (12) | | 22% (18) |
| P&T | 804 | 1.6 | Total | 63.6% | 37% (661) | 2% (38) | 23% (408) | 3% (46) | 35% (633) |
| Retailers | 82 | 3.5 | | | | | | | |
| sNGO | 22 | 2.7 | | | | | | | |
| Total | 1861 | 2.0 | | | | | | | |

*NA = new members or no CSPO business.

There was a request to include the SC model used to reach the uptake target. Secretariat to follow up on that from the ACOP data.

There was a suggestion to remove the members without CSPO business from the formula.

For the next SRWG to bring some information on trends and include the distinction between SC models.

3. Secretariat to explore to include the SC model used to reach the uptake target and the total Volumes in the SR Scorecard.
4. Secretariat to analyse the trend in meeting the uptake target referring to the SC model
5. Secretariat to consider removing those members that do not have CSPO business from the Total when calculating the performance.

- **Comms toolkit** - for members scoring over 8.5:
 - Week 10 September:
 - Email to Inform the top scorers (8.5 and above) and share toolkit:
 - Social media cards (LI, Facebook, Twitter, Instagram);
 - Social media copy for all mentioned channels;
 - One pager on what is SR and why the SR Scorecard
 - Recommend they book the date with their social media teams.
 - Week **September 25th**:
 - RSPO publishes the new scores on the website and social media.
 - RSPO Members share their scores using the toolkit

| | |
|--------------|--------------------------------|
| B&I | 1 |
| CGM | 24 |
| eNGO | 9 (*4 being same organisation) |
| P&T | 19 |
| Retailers | 9 |
| sNGO | 2 |
| Total | 64 |

The activity is well received by the SRWG members.

6.0

SR at RT2023

- **SR workshop** - Draft Concept Note: Shaping together the future of Shared Responsibility
 - Main objective: Recognise the members' initiatives on Smallholders inclusion and achieving a sustainable supply (i.e. 100% or SR Uptake target) and discuss the opportunities and challenges to scale up the projects.
 - Tentative Agenda:
 - Setting the scene - brief SR introduction and achievements - 5/10 min
 - Presentation partnership SH Inclusion - 10 min
 - Presentation uptake targets achieved - 10 min
 - Breakout discussion replicating / scaling up SR projects (SH/uptake) - 15

6. Secretariat to show the regional distribution of the EAs eligible members.

| | | |
|-----|---|--|
| | <ul style="list-style-type: none"> min <ul style="list-style-type: none"> ■ 1 min pitches by group (put in common)- 5 min ■ Wrap up and call for action- 5 min ● RT Excellence awards, SR category - <u>One</u> single winner: <ul style="list-style-type: none"> ○ 34 Best SR performers (scoring over 9.5) in all the 6 categories → not including B&I (9.3) and sNGO (9.2), ○ Invite P&T (27), CGM (13), Ret (6) and eNGO (3) best performers to apply for the SR award by 6th Oct. ○ Judging panel to come up with 4 nominations (1 per each category P&T, CGM, RTs and eNGO) ○ Voting live during RT Ceremony among the 6 contestants (one per category) <p>There was a suggestion to avoid the voting and pick a winner at random. Also a comment about how useful these EAs/ceremonies are in terms of engaging and reaching our common objectives. There was a suggestion to understand the regional distribution of the eligible members to apply. The Secretariat will bring comments to the EA committee.</p> | |
| 7.0 | <p><u>AOB</u></p> <ul style="list-style-type: none"> - Regular SRWG meetings every 5/6 weeks. | |
| 8.0 | <p><u>Closing</u></p> <p>The next virtual SRWG meeting will be on 10 October 2023 at 9.30 am (CEST).</p> | |