

Summary of Twenty Seven Technical SRWG Meeting

The twenty fifth Shared Responsibility Working Group (SRWG) technical meeting was opened at 9AM (CEST), June 13, 2023 by the Secretariat in Frankfurt. This was the second physical meeting of the SRWG. Those not attending the meeting physically had the option to join virtually.

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

The SRWG members were requested to discuss and agree on the content of the Draft 3 of the Guidance documents. The SRWG members were also requested to give feedback on a potential SR requirements document revision.

An overview of the communications activities related to SR and the results of the SR campaign in social media (March-June) were presented.

The Secretariat thanked everyone for attending the meeting, and looks forward to seeing everyone in the next meeting on July 25, 2023.

The meeting was closed at 5.00 PM (CEST).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 27th Technical Meeting

Date: June 13, 2023 (Tuesday)

Time: 9.00 AM to 5.00 PM (CEST)

Venue: Lindner Hotel Frankfurt Höchst and Video Conference (RSPO ZOOM 6)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Kamal Seth (KS, WWF International)2. Lim Sian Choo (Bumitama Agri Ltd)3. Julian Walker-Palin (JWP, RPOG)4. Claire Dong (CD, Avon) (virtually joining)5. Surina Binti Ismail (Sbl, MPOA)6. Mariama Diallo (MD, SIAT SA)7. Joshua Lim (JL, Wilmar)8. Hannah Mittner (HM, Lidl Stiftung & Co. KG) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Girish Deshpande (GD, P&G)2. Catarina Vivalva (CV, BNP Paribas)3. Nursanna Marpaung (NM, HUKATAN)4. Brian Lariche (Humana Child Aid Society, Sabah)5. Harjinder Kler (HK, HUTAN)6. Ben Vreeburg (BV, Bunge)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Lilian Garcia Lledo (LGL)2. Joyce van Wijk (JW)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u> The Secretariat welcomed the SRWG members to the meeting. It is noted that there are vacancies for Grower SH and B&I. Proposed to reach out again to SHSC co-chairs to ask for recommendations.</p> <p>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. Guidance document Coffee break Guidance document (cont.) Lunch break Guidance document (cont.) 5. Revision of the SR requirements Coffee break 6. Communication on SR 7. AOB and next meeting 	<ol style="list-style-type: none"> 1. Secretariat to reach out again to SHSC co-chairs to ask for recommendations for a Grower SH Rep in the SRWG.

<p>3.0</p>	<p><u>RSPO Secretariat Updates</u></p> <p>Overview action points</p> <p>Open action points for the Secretariat are:</p> <ul style="list-style-type: none"> - developing guidance for each sector (to be discussed in the meeting), - draft concept mechanism to link stakeholder with growers who need financial support (to wait for BoG direction after the strategic planning), - think about a communication plan on how to engage with the biggest companies in each sector to socialise the new uptake targets and understand the dynamics of their market and create conceptual design outlining the ideas. - Investigate if a CSPO mapping exercise has been done by Assurance /ASC before. - provide the absolute number corresponding to the members contacted and that responded in 2020 to the survey and an overview by region of which constituency is saying what reason for not meeting the uptake target, for which product (CSPO/CSPKO). <p>The <u>SRWG members are requested</u> to sign the circulated ToR and send it back to the Secretariat.</p> <p>Secretariat updates:</p> <ul style="list-style-type: none"> ● Latest announcements: <ul style="list-style-type: none"> ○ May E-gazette: RSPO CoC - Revised clause 3.2. - https://rspo.org/rspo-codes-of-conduct-revised-clause-3-2/ and SMILE Programme, a Shared Responsibility Role Model - https://rspo.org/smile-programme-a-shared-responsibility-role-model/ ○ ACOP 2022 Reporting closed, submission at an all-time high (92.2%)- https://rspo.org/acop-2022-reporting-closed-submissions-at-an-all-time-high/ ○ Reminder: Report your SR commitments - https://rspo.org/reminder-report-your-shared-responsibility-commitments/ ○ Stakeholder awareness and reputation survey 2023 Results - https://rspo.org/stakeholder-awareness-and-reputation-survey-2023-results/ - Key findings. ● Stakeholder awareness and reputation survey 2023 Results - Key findings were presented and discussed. 	<ol style="list-style-type: none"> 2. Secretariat to check the RSPO messaging on food security. 3. Secretariat to align with the RT committee and prepare the concept note for the RT SR session. 4. Secretariat to follow up on changing the overseeing committee from SSC to MDSC.
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	<p>To the finding that CSPO's impact on food security is less recognized, NGO and growers reps express their interest in seeing RSPO positioning in sustainable food security. Secretariat to check the RSPO messaging on food security.</p> <ul style="list-style-type: none"> • Save the date: <ul style="list-style-type: none"> • China Sustainable Palm Oil Forum 2023 (the 7th RSPO China Forum) - 26th July , Kunming, China. • RT 2023 - 20 - 22 November, Jakarta, Indonesia. <p>The attendees express their interest in having an RT session focused on SR. A panel discussion reflecting the progress since the SR endorsement, i.e. highlighting the past achievements (CoC Resolution implementation, SR Scorecard, VM, Guidance, etc.); and how to move forward, i.e. what is expected/needed for the revision of SR.</p> <p>Status if key deliverables</p> <p>The GA19 Resolution - 2c - webinars/announcement and the SR comms campaign in social media has been completed. All the other items are work in progress.</p> <p>As per the governance review that the BoG is doing, there is a request from the SRWG co-chair to change the overseeing committee from SSC to MDSC, as per the topics that need more steering, i.e. guidance on closing the gap between supply and demand, CSPKO engagement plan, etc.</p>	
4.0	<p><u>Guidance documents</u></p> <p>The current situation and future steps regarding the guidance documents were presented, i.e. March to June the alignment in content with Secretariat PIC per topics and different stakeholders was done; June meeting aimed to align in comments received and Secretariat to share the new draft (3) for final round of socialisation by SRWG members with their sector peers; September call to be used as the final alignment in content.</p> <p>Specific comments and discussion took place for the topics: Clarification section, SR1 Management documents, SR2 Ethical Policy, SR3 and 4 Legal compliance, SR7 off-product claims and labels, SR8 outreach activities, SR9 human rights policy, SR11 FPIC, SR16 Pay and working</p>	5. Secretariat to include the agree comments/decision in Draft 3 and share it with the SRWG members for its distribution among sector peers (by using membership group emails)

	<p>conditions, SR17 freedom of association and collective bargaining, SR18 No child labour, SR20 absence of forced or trafficked labour, SR21 Occupational Health and Safety, SR22 waste and SR25 GHG emissions.</p> <p>All the agreed comments and decisions to be included in the Draft 3 of the Guidance documents.</p>	
<p>5.0</p>	<p><u>Revision of the SR requirements</u></p> <p>A brief discussion is requested by the Secretariat to understand the sentiment of the SRWG on reviewing the SR requirements document (special focus on rephrasing the requirements and updating the parts of the endorsed document that are not relevant/updated)</p> <p>Mixed feelings in the room, some did not see the need to start a revision process. The attendees propose to create a ToR for the SR revision specifying the scope of work, the route to follow, the review committee, timeline, etc. Secretariat to draft it and share in the due time.</p>	<p>6. Secretariat to draft a ToR for SR revision.</p>
<p>6.0</p>	<p><u>Communication on SR</u></p> <p>Kim Williams (Comms Manager EMEA) presented the different phases of the SR comms campaign implemented from March to June 2023, focusing on 1) knowledge sharing during RT with basic SR information videos (What is Shared Responsibility and Why Is It Important?, To Whom Do the Shared Responsibility Requirements Apply?, Shared Responsibility requirements, Volume Requirement), 2) recognizing and describing the actions and efforts of top performers members to inspire others (Video testimonial from SR Award winner:- Wilmar International, Video testimonial from SR Award winner: - Flora and Fauna International).</p> <p>A brief discussion took place on which other ways of communication can be useful to communicate on SR, as magazines that the SRWG organisations find relevant. SRWG are welcome to contact us with suggestions any time.</p>	

7.0	<u>AOB</u> In line with the CSKO engagement plan proposed in the Decision Paper for Uptake Targets Year 4, a grower rep proposed to do a CSPO mapping exercise. This exercise shall aim to identify specific regions/areas where there is not uptake as per the growers statements. Secretariat to follow up as this is an action point still on going.	
8.0	<u>Closing</u> The next virtual SRWG meeting will be on 25 July 2023, at 4.30 pm (KL time).	