

Summary of Fifteenth Technical SRWG Meeting

The fifteenth Shared Responsibility Working Group (SRWG) technical meeting (sixteenth teleconference meeting) was opened at 4.30PM (MYT), March 8, 2022 by the Secretariat.

The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged. Meeting minutes of the previous meeting were approved during the meeting.

The Secretariat provided an overview of the action points from the previous SRWG meetings and updated the SRWG on the status of each action point. Ben Waring from Signature Brands, LLC will join the SRWG as the alternate CGM member. Surina Ismail from MPOA will join the SRWG as the Malaysian Grower member (replacing Lee Kuan Yee). Ian Orrell from NBPOL, the representative for Smallholder, will resign from the SRWG. There are three vacancies within the SRWG (B&I, Retailer, Smallholder). A series of webinars are scheduled for March 2022, and the Secretariat welcomed the SRWG to share the invitations with their network.

Clarifications and supporting data were shared with the SRWG on two proposals related to reporting performance of members on uptake targets. As there were no objections received from the SRWG, both proposals were approved by the SRWG. Year 1 Performance and Survey feedback were shared with the SRWG. The SRWG shared their feedback and suggestions on the analysis. They noted that awareness in SR is quite low among members, communication and outreach should be prioritised to increase awareness.

The Secretariat presented the proposed CoC clauses to the SRWG. The SRWG did not reach a consensus on the proposed clauses. The Secretariat will follow up with the SRWG on their decision later via email. The Secretariat received a total of 48 comments from the SRWG on the verification manual and presented their responses to the working group. In terms of sampling mechanism, there is no strong preference on how sampling should be done. The Secretariat has consulted with the Assurance Team, and some options were proposed.

The Secretariat will have a meeting with the CBs on either March 15 or 17 and will share the feedback from the CB with the SRWG later. Public Consultation is scheduled for April/ May 2022.

The Secretariat thanked everyone for attending the meeting and looks forward to seeing everyone in the next meeting on April 21, 2022. The meeting was closed at 6.00 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 15th Technical Meeting

Date: March 8, 2022 (Tuesday)

Time: 4.30 PM to 6 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Girish Deshpande (GD, P&G)2. Ben Waring (BW, Signature Brands, LLC)3. Lim Sian Choo (LSC, Bumitama)4. Mariama Diallo (MD, SIAT SA)5. Joshua Lim (JL, Wilmar)6. Ben Vreeburg (BV, Bunge)7. Julian Walker-Palin (JWP, RPOG)8. Catarina Vivalva (CV, BNP Paribas)9. Brian Lariche (Humana Child Aid Society, Sabah) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Nursanna Marpaung (NM, HUKATAN)2. Ilka Peterson (IP, WWF International)3. Harjinder Kler (HK, HUTAN)4. Surina Binti Ismail (Sbl, MPOA)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Inke van der Sluijs (IS)2. Lilian Garcia Lledo (LGL)3. Joyce Van Wijk (JW)4. Chung Yee Ling (CYL)5. Ashwin Selvaraj (AS) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Imam Marzuq (IM)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u> The Secretariat welcomed the SRWG members to the meeting.</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. Welcome, Agenda 2. Approval of Meeting Minutes 3. RSPO Secretariat Updates <ul style="list-style-type: none"> o Action Points o Governance Updates o Status of Key Deliverables 4. Performance of Year 1 and Survey Feedback 5. GA Resolution - Code of Conduct 6. Verification Manual 7. AOB and Next Meeting <p>The SRWG approved the last meeting minutes.</p>	
2.0	<p><u>RSPO Secretariat Updates</u></p> <ol style="list-style-type: none"> 1. The Secretariat provided an overview of the action points from the previous SRWG meetings, and updated the SRWG on the status of each action point. <ul style="list-style-type: none"> o Based on the ACOP 2020 results for volume targets, the Secretariat will reach out and raise awareness among the poor performers o Incentives suggestions that can be executed earlier will be prioritised o The Secretariat will provide a comparison to the SRWG on the Implementation Manual and Verification Manual o The Secretariat will develop a draft text on Clause 3.2 on the Code of Conduct and present it to the SRWG during the meeting in January 2022. 2. Governance Updates: 	<ol style="list-style-type: none"> 1. The Secretariat will share the guidance document on how to upload SR policies from their MyRSPO account with the SRWG.

- Ben Waring from Signature Brands, LLC will join the SRWG as the alternate CGM member.
- Surina Ismail from MPOA will join the SRWG as the Malaysian Grower member (replace Lee Kuan Yee)
- Ian Orrell from NBPOL, the representative for Smallholder will resign from the SRWG
- There are three vacancies within the SRWG (B&I, Retailer, Smallholder).
- The Secretariat will send a Doodle poll with the new dates in April/ May for the SR Workshop.
- There is a new vacancy in the SR Unit, Assistant Manager
- LGL is back from her maternity leave

3. The status of the key deliverables were shown to the SRWG:

- Verification Manual will be discussed during the call.
- The call will also discuss on the GA18 Resolution - 2b
- Update on ACOP 2021 questions and MyRSPO are completed
- There will be webinars on the Year 3 uptake targets in March 2022
- The Secretariat had introductory SR webinar with Italian members in February and an upcoming webinar with the South Asian members is planned in mid March
- The quarterly eGazette article is scheduled for April
- Planning for the workshop with SRWG and BoG is ongoing
- Member engagement such as follow up with the identified members based on the survey and policies and plans are currently ongoing
- Marketing/ outreach assets - infographic on uptake calculation, and a calculator in excel format are currently being developed

A CGM member requested the Secretariat to share the guidance document on how to upload SR policies from the MyRSPO account.

4. The Secretariat will host webinars on Uptake Target and the webinars will be on:

- March 16, 2022: LatAm
- March 23, 2022: EU, Africa & US
- March 31, 2022: Asia Pacific

	<p>Some of the SRWG members will be speaking during the webinars. The Secretariat welcomed the SRWG to share the invitations with their network.</p> <p>5. Clarifications and supporting data were shared with the SRWG on two proposals related to reporting performance of members on uptake targets. As there were no objections received from the SRWG, it is concluded that the proposals are approved by the SRWG. The decisions are:</p> <ul style="list-style-type: none"> ○ Decision 1: Public reporting on SR performance using membership profiles ○ Decision 2: Members with more than 95% certified uptake and did not meet their uptake target, will be categorised in a separate category (>95%) and not included in the category of members who have not met their uptake target. 																									
3.0	<p><u>Year 1 Performance and Survey Feedback</u></p> <p>The Secretariat presented the performance data from the survey.</p> <p>Members subjected to SR (in December 2021) and their uptake target performance in 2020:</p> <table border="1" data-bbox="188 836 1355 1109"> <thead> <tr> <th>Sector</th> <th>Total</th> <th>>95%</th> <th>Did not meet target</th> <th>Uptake target met</th> <th>No performance data</th> </tr> </thead> <tbody> <tr> <td>CGM</td> <td>896</td> <td>4%</td> <td>21%</td> <td>44%</td> <td>30%</td> </tr> <tr> <td>P&T</td> <td>643</td> <td>1%</td> <td>26%</td> <td>22%</td> <td>51%</td> </tr> <tr> <td>Retailer</td> <td>77</td> <td>13%</td> <td>8%</td> <td>58%</td> <td>21%</td> </tr> </tbody> </table> <p>The Secretariat will follow up with these members to find out the reason for non-ACOP submission for 2019 and 2020.</p> <p>The Secretariat had reached out to members who did not meet their uptake target. The members were asked to complete the survey, for the Secretariat to understand the challenge they face, and how the Secretariat can support them. This engagement will be continued.</p>	Sector	Total	>95%	Did not meet target	Uptake target met	No performance data	CGM	896	4%	21%	44%	30%	P&T	643	1%	26%	22%	51%	Retailer	77	13%	8%	58%	21%	<ol style="list-style-type: none"> 1. The Secretariat will analyse the data next by region. 2. Target should be assessed based on the previous ACOP reporting year. In order to avoid any confusion, the Secretariat will specify this in the upcoming infographic and revise the current FAQ document.
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<p>A P&T member agreed that the members with no performance should be looked into as they are significant. In terms of prioritising audit, he felt that members with no performance should be prioritised.</p> <p>A Retailer member asked if the Secretariat analysed the data by region. He suggested by doing so, it will help to identify if any member requires more support from the better performers in the same region. He felt that more energy on sanction and incentives should be put after the working group can compare the data with the upcoming ACOP 2021. The Secretariat thanked the member for his suggestion and will analyse the data next by region.</p> <p>A Grower member is curious if the downstream players limit the uptake of certified volumes. As there is insufficient data, the Secretariat is unable to conclude if this will influence the demand of the supply chain.</p> <p>A P&T member noted that it is also crucial to analyse how the members met the uptake target, if it is through credit or physical volume. He added that the SR document did not specify whether the target should be assessed based on the base year or the previous year. The Secretariat clarified that it is based on the previous ACOP reporting year. In order to avoid any confusion, the Secretariat will specify this in the upcoming infographic and revise the current FAQ document.</p> <p>The Secretariat presented the summary of the survey results:</p> <ul style="list-style-type: none">• Over 400 members who had not met the targets were contacted to complete a survey, 164 members completed.• 77% of the respondents were aware of SR requirements, 56% were aware of the SR targets.• 69% of the respondents indicated lack of demand from their customers as the main reason for not increasing their uptake, 24% indicated a reduction in demand due to COVID and 20% indicated that the targets were too high to meet.• There were many other challenges mentioned by the members, but the Secretariat has not fully analysed it in detail.• COVID disruptions were not a major reason for non-compliance, but the lack of demand is.	
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	<p>Members need the enabling environment to ensure there is a business case for them to source sustainably. There is an urgent need for the RSPO to work on enabling the environment for members in different markets.</p>	
<p>4.0</p>	<p><u>GA18 Resolution - 2b</u> Resolution 2b was adopted during GA18. The resolution mandates the Secretariat, jointly with the SRWG, to:</p> <ul style="list-style-type: none"> ● Review and amend Clause 3.2 of the Code of Conduct for members, to ensure it is clear that it applies to palm oil refineries and other facilities across the whole supply chain, and therefore that failing to meet parallel standards to the RSPO P&C - e.g. through deforestation activities - amounts to a breach of the Code of Conduct ● To develop a clear wording within 6 months to make this amendment ● To ensure the clarified wording of Clause 3.2, and its implications for members not subject to the P&C, is communicated clearly to all members. <p>The SR Unit consulted the Membership Team and Complaints Team on the process and implications of changing Clause 3.2 and shared the findings with the SRWG.</p> <p>Based on the feedback from the last SRWG meeting and the consultation with the Membership Team and Complaints Team, the SR Unit presented 5 proposed draft texts to the SRWG.</p> <p>A P&T rep asked if there is an overlap between the guidance that is being developed for SR and this proposed wording for the clause. Secretariat clarified that there is some level of overlap as SR requirements spell out the environmental and social requirements that the non-grower members have to implement. However, there are also gaps between the membership clause and SR as deforestation, peat conversion is not mentioned in SR requirements. A grower member also sought clarification on why the SR requirements cannot be revised to close these gaps. Secretariat clarified that it is possible to revise but that will be a separate process and that needs to be discussed with the BoG and the standing committee. The grower members suggested that a lot of non-growers think that the environmental and social standards are not applicable to them. Therefore, there is a need to make the requirements and responsibilities that are applicable to non-growers more explicit. This should be clearly communicated to members. Secretariat will have to</p>	<ol style="list-style-type: none"> 1. The Secretariat will follow up with the SRWG on the decision - CoC proposed text.

	<p>do more clear communication to create awareness amongst members to the interpretation of the clause and the implications of not adhering to the standards.</p> <p>A Retailer rep asked whether the NGOs have provided input as they were not in the call. Secretariat informed the WG that the NGO representatives in SRWG have not provided any input but another NGO that was a signatory to the resolution has been consulted.</p> <p>Some members expressed preference for Option 2.</p> <p>As the NGO representatives are not on the call, the Secretariat will follow up with them on their decision.</p> <p>A Grower member commented that Option 5 is clearer, but Option 2 is sufficient in covering the gap. She questioned if the upcoming revision on P&C standards will affect the clause.</p> <p>As the SRWG could not reach a decision, they will resume the process with the Secretariat later via email. The working group acknowledges the current gap where members do not understand the implication of SR into their companies, and the need to have explicit content to address the gap of understanding and embracing the SR requirement. They also recognise the need to work proactively with Membership in order to promote the awareness of the CoC and SR requirement.</p>	
5.0	<p><u>Verification Manual</u></p> <p>The Secretariat received a total of 48 comments from the SRWG on the verification manual, and presented their responses to the working group, and thanked the WG for their feedback.</p> <p>In terms of sampling mechanism, there is no strong preference on how sampling should be done. The Secretariat has consulted with the Assurance Team, and some options were proposed.</p> <p>The Secretariat will have a meeting with the CBs on either March 15 or 17 and will share the feedback from the CB with the SRWG later.</p> <p>Public Consultation is scheduled for April/ May 2022.</p>	

6.0

AOB & Next Meeting

The next SRWG meeting will be on April 21, 2022.