

**Minutes of HRWG Meeting
19 – 20 January 2017
Cargill, Singapore**

Attendance:

Name	Organisation	Status
Co-Chairs:- Madeleine Brassier (MB) Alexandra Experton (AE)	Oxfam Novib Cargill	Co-Chair Co-Chair
Members (Present physically):- Alwi Hafiz (AH) Jessica Furmanski (JF) Carolyn Lim (CL) Sim Chuan Eng (SCE) Melizel Asuncion (MA) Yau Woon Lee (YWL) Loo Siew Wai (LSW) Perpetua George (PG) Tulio Brito Dias (TD) Chris Wangkay (CW)	GVL WWF Musim Mas KLK Verite Neste Wilmar Wilmar Agropalma Oxfam Indonesia	Alternative Member Substantive Member Alternative Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member
Called in:- Lukita Wardhani (LW) Lim Sian Choo (SC) Lanash Thanda (LT) Noor Izlin Andriana (NI) Sabarinah Marzuki (SM) Marcus Colchester (MC)	Goodhope Bumitama SEPA Sime Darby Sime Darby FPP	Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member
Observer:- Yueyue Wang	Mars Chocolate	Substantive Member Alternative Member

Secretariat: Kamini Visvanathan (KV) Wathshalah Naidu (WN)		
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No.	Description	Main Discussion Points	Action Items	Progress Updates
19 February 2017 (Thursday)				
1.	Welcome and brief introduction	Meeting started with introduction of members.		
2.	Updates on (HR relevant) issues by Secretariat	<ul style="list-style-type: none"> • Membership of the HRWG: Balanced Membership in the HRWG - new membership from LATAM (Tulio from Agropalma) and Social NGO in Indonesia (Oxfam Indonesia – Chris Wangkai): both of which were present for the meeting this time around. - current composition:- <ul style="list-style-type: none"> > 8 Growers > 3 Supply Chain > 6 NGOS - total membership = 25 members; 19 substantive and 6 alternate <p>Discussion on Balanced Representation to the HRWG: PG : More Fast Moving Consumer Goods (FMCG) Companies representation is required into this group eg: Unilever and Proctor & Gamble as they are most criticised. This is necessary to avoid a polarised discussion.</p> <p>Everyone agreed that it is important that the FMCG is represented here to avoid the recommendations here to appear grower centric.</p>	KV to draft a letter that can be sent to the BoG to request for	

		<p>Representation from banks are also necessary.</p> <ul style="list-style-type: none"> • Composition of Sub-groups:- <ul style="list-style-type: none"> - FPIC : 6 members - Social Auditing: 10 members - Labour: 17 members - Gender: 8 members - Protection Guidelines of Human Rights Defenders and Whistle-blowers: 5 members • Website has been updated – the HRWG site – has more description on the WG and membership table. Have also uploaded the FPIC guidelines (Spanish and English version). The French version going through final review. • FPIC Guidelines for Spanish and English are now online. French will be up soon. • RSPO Sustainability College now has a free FPIC Course available in both Bahasa Indonesia and English...check it out at http://sustainability-college.rspo.org/ <ul style="list-style-type: none"> - Have the Chalk and Talk video - 17 module course • Sustainability Priorities Survey Report and M&E Workshop Report <ul style="list-style-type: none"> - Both the reports were sent to all HRWG members earlier this week. - The Monitoring and Impacts Department are seeking to build on these 2 outputs to further develop the Theory of Change and Indicators. - The Survey Report indicates the feedback of RSPO stakeholders regarding prioritised sustainability changes in order to develop a theory of change for the RSPO 	<p>representation from the FMCG to the HRWG or see if there is an easier way to obtain such membership from the FMCG</p>	
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		<ul style="list-style-type: none"> • INA- NI- FPIC: In the process of forming a TF for the FPIC Indonesian version. - To come up with the National Guide for conducting FPIC in Indonesia; - Process of forming a task force - Invites are being sent out. - Target to come up with the guidelines by the end of 2017. - Secretariat will be approaching some of you to sit on the TF and will contact some of you individually. - Hope to get the support from the HRWG members <p>Discussion on INA NI FPIC: PG- The TF needs to be specific as to what it intends to do in the beginning itself to avoid complications later.</p> <ul style="list-style-type: none"> • CB Workshop in Ipoh Malaysia (10th to 13th January 2017) <ul style="list-style-type: none"> - Focused on Social issues - Verite conducted a one-day training course - FPP conducted a session introducing FPIC to the CBs - MAPA conducted a session on Implementation on Minimum Wages in Malaysia. <p>Discussion on CB Workshop and Capacity Building More training plans to be discussed with Verite as the feedback from CB was very positive and have requested for more.</p> <p>The Group asked if growers can be included in the CB workshops too together with the CBs.</p> <p>MB – while these trainings are under the TF on Labour we should also ensure that it is not just limited to labour but also to include women’s rights, rights of indigenous people and other aspects of social auditing.</p>	<p>KV to review INA NI FPIC TOR to ensure that there are guidelines in place to address P&C review</p> <p>To highlight this to certification team</p>	
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		<p>Should be noted that information on upcoming trainings will be posted on the website.</p> <ul style="list-style-type: none"> • P&C Review Task Force is in the Process of being formed. The target is to complete the review by end 2017 (next GA). The BoG will adopt the ToR next Monday. <p>LIVING WAGE: A discussion on the implementation of Living Wage v Minimum wage was discussed: Q: Does the Minimum Wage actually allow for a decent lifestyle in both these countries?</p> <p>Methodologies in calculating Living Wages:-</p> <ul style="list-style-type: none"> • Global Living Wage Coalition: A Shared Approach to estimating Living Wages • Asia Floor Wage <p>Q: Can we use the already existing methodologies in place to calculate the Living Wage in Malaysia & Indonesia?</p> <p>Secretariat Suggests:-</p> <ul style="list-style-type: none"> • Propose that the RSPO adopts a methodology towards living wages for the palm oil plantation industry; • Conduct a study to evaluate what is a decent living wage in the sector; • Include these findings and methodology in the upcoming review of the P&C. <p>Discussion on Living Wage: i) PG – we need to adopt a pragmatic view. As the growers might not agree to developing a methodology to determine living</p>		
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		<p>wage. Having this discuss at TF level will not get an answer and you won't get a decision at that level.</p> <p>ii) SCE – might not be practical.</p> <p>iii) AE – Agree with Mr Sin. First thing to do would be to tackle the issue of complying with minimum wage. it might be useful just to have some guidelines on how to determine living wages rather than expecting them to institute a system to determine and implement. Perhaps we can come up with a guidance to guide on how the implementers can calculate the living wages to assist them in coming to that. This also can be used as a checklist for auditors to check against.</p> <p>iv) PG – expectations need to be clear. That we are coming up with a methodology. I don't think we would be able to agree on a wage structure across the board like the one that Asia Floor Wage has done.</p> <p>v) CL – When we talk about minimum wage itself, sometimes, in certain parts of Indonesia, even achieving minimum wage itself is a challenge. So perhaps instead of looking at raising the minimum wage to a living wage, perhaps what we can look at is what can we do to actually meet the minimum wage.</p> <p>vi) AE – Recommendation should be based on a methodology rather than a number.</p> <p>vii) LSC – must be mindful on the countries' own law and regulations as well as the appetite of the country for it.</p>		
3.	Progress Report on Sub Groups	<p>i) Updates from MB</p> <p>HRWG 2014 – 2016</p> <ul style="list-style-type: none"> • Focus on FPIC, labour, social auditing; various researches, agenda setting • Regional focus – Indonesia and Malaysia. LATAM. Should also consider Africa. • RT 14 – attention to HRs issues, esp labour 		

		<ul style="list-style-type: none"> • After RT 14 – increased numbers of members. • Trends or transformation of HRWG <ul style="list-style-type: none"> - From couple of NGOs doing research and training development to bring to RSPO/HRWG. Need to be more multi-stakeholder inclusive. - Develop a more comprehensive TOR or TORs for the work we do. - And financed by RSPO rather than individual member. <p>Discussion:</p> <ul style="list-style-type: none"> - PG – in terms of budget from the Secretariat. It will be good if the HRWG decides on the budget so the Secretariat can allocate. - Alex/Madeline – today’s discussion will include discussion on budget. <p>Cont of briefing.</p> <ul style="list-style-type: none"> - To more widely support HRWG endorsed activities - From policy development to implementation - From compliance to purpose driven. Compliance with P&C based but should be higher level of compliance that is purpose driven. <p>Discussion:</p> <ul style="list-style-type: none"> - Tulio – the accreditation body has the responsibility. The assessment must be objective. The purpose is the responsibility of the company. - Madeline – purpose of the P&C needs to be clear for the companies as well as the intent for the auditor - Tulio – there is a limitation in the way the P&C was written. And the CB seem to focus on documentation review. Tend to avoid/minimise ‘talking’ with people. Essential to improve the social part. Eg: there needs to be a woman on the auditing team so they are also able to talk to women workers. 		
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		<p>Social auditing : RSPO short history</p> <ul style="list-style-type: none"> • 2007 RSPO Verification systems developed, enabling certification against P&C • 2009 RSPO Complaints Panel established, supported by mediation from DSF • 2013 Commitments on No deforestation, No peat, No exploitation of communities, labourers and smallholders. This is essential as it's not necessarily included in the P&C but companies took it on themselves. <p>Human Rights violations</p> <ul style="list-style-type: none"> • Number of complaints and other signals such as – HRs violations on RSPO certified plantations; number of researches flagging HR violations <ul style="list-style-type: none"> - Auditors have not picked up these adverse social impacts. • Conclusion: Auditors have not been able to pick up on negative impacts of palm oil industries in the field of human rights. <p>Sub-group social auditing: Why, What and How?</p> <ul style="list-style-type: none"> • Objective: Good and consistent social auditing practices through strengthened social auditing mechanisms, proper recruitment, and well trained social auditors. • Areas of focus <ol style="list-style-type: none"> 1. Improvement of certification mechanisms: TF quality assurance 2. Strengthening oversight of Secretariat – to determine and keep record of the auditors who have gone through the trainings Pep – used to deliver the lead auditor course. Perhaps there is no registrar. 3. Training development for lead & social auditors on land rights, gender equality, labour, etc 	<p>To discuss a possibility of a registrar for lead auditors. To discuss this with new new COO</p>	
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		<p>4. P&C indicators, guidance, auditor checklist – P&C Review</p> <ul style="list-style-type: none"> - There are already recommendations from the Verite, Rainforest alliance and Cifor research. - This is an opportunity for the review to ensure it goes beyond indicators. The standards need to evolve. <p>Deliverables:</p> <ul style="list-style-type: none"> - [1st priority] Improved P&C and guidance – need to ensure in terms of timeline to prioritise this action. Eg: FFB WG plan to submit recommendations by June (BoG meeting) - Improved (meaningful) application of inclusiveness (should be 2nd priority) - Policy guidance - Influence the selection of social auditors. Also ensure improved performance evaluation <p>MA – we need to provide the criteria for the selection of the Social Auditors (protocols; scope; who they are interviewing/sampling, etc]</p> <p>Gender Equality</p> <ul style="list-style-type: none"> - A research on gender aspects in palm oil production was commissioned by Oxfam and conducted by CIFOR. RSPO and its tools are gender blind. Can be harmful and not conducive to women in the production cycle. More casual contracts than permanent contract. - Missing out on child care and maternity leaves - Health & safety issues - Land right issues. - Missing out on trainings <p>Deliverable: need to be more focused.</p>	<p>Note: Also to link this discussion on trainings for CB. Need to discuss with Salahudin. Secretariat need to ensure that this WG is not 'toothless'. To ensure that the decisions of this WG is channelled to the right person/group in the Secretariat.</p>	
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		<ul style="list-style-type: none"> i) Policy guidance; ii) Equal remuneration; iii) Child care & Maternity; iv) Equal access to resources; v) Increased participation in decision making. <ul style="list-style-type: none"> • Suggestion to establish a fund – to promote initiatives at the company level – empowering women in the business. The pros and cons of this will be discussed later in the year. <p>FPIC sub-group</p> <p>MC:-</p> <ul style="list-style-type: none"> • Where FPIC is concerned, don't think the main problem is with the P&C. • Problem is with the implementation and that would be most of the work. The problem is does everyone understand their role in relation to FPIC? And are the NI are taking into account the national realities to give advise. <p>Actions since November</p> <p>Training:</p> <ul style="list-style-type: none"> • FPP has submitted proposals and budgets for training for companies and communities in 2015. The same is to be revised and resubmitted. • Revision to include training for the CBs as well. • Trainings will be coordinated with the Assurance TF. • Next steps: edit text, agree budget, contract and carry out. <p>FPIC Guide and chalk and talk videos</p> <ul style="list-style-type: none"> • FPIC Guide (2015) currently available in English and Bahasa Indonesia and Spanish. • It has now been translated into French but is yet to be published • The 17 FPIC training videos (on show at RT14) have not yet been given final edit. 	<p>Discussions and recommendations to be communicated to Assurance TF.</p>	
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		<ul style="list-style-type: none"> • Stalled by lack of budget for CSOs to engage in process and oversight • How shall we develop budget for the CSO engagement? Alwi – confirm this will still happen. Need to find the right space where it should be done. <p>New Questions:</p> <p>Smallholders</p> <ul style="list-style-type: none"> • Kamini has asked if a simple FPIC guide for smallholders should be developed. I see the value of this, but I have two caveats • Great care is needed to continue to adhere to the proper RSPO definition of smallholders. I.e Family farms under 50 ha ... <i>‘where the family provides the majority of labour and the farm provides the principal source of income.’</i> (RSPO P&C 2013). This caution needs to be extended to the smallholders WG too. • 1. Many small land holdings planted with palm may belong to local land owners but are actually worked by outside labour and, so, are not smallholders by RSPO definition. • 2. Need to distinguish palm farmers on their own land from farmers who have acquired land (and so who require FPIC). • Need discussion about FPIC Guide for these real smallholders and probably an engagement with the smallholders WG to work out what is the real need and how many smallholders are the RSPO actually dealing with? <p>Progress report on Whistle-blowers sub-group</p> <p>Context:</p> <ul style="list-style-type: none"> • Resolution 6e (2016) requires HRWG and RSPO Secretariat to develop text for protecting HRDs (human rights defenders, whistleblowers, complainants and community spokespersons) during Q1 2017 for decision by Board by May 2017. This can feed into the P&C Review if there is a need. • HRWG took this into its draft work plan in RT14 meeting (in expectation of adoption of 6e at GA) 		
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		<ul style="list-style-type: none"> • Suggestion was for everyone to pool their information and for the work to start in the new year. <p>Materials shared:</p> <ul style="list-style-type: none"> • FPP has developed an extensive dossier of relevant materials from human rights treaty bodies and rapporteurs from NGOs and Company Policies. Sent a reading list of the materials. • We have the text which is nearly ready to be shared. Our lawyers are looking at it to ensure that they are Human Rights compliant. <p>Drafting Text: FPP is also drafting text setting out proposed minimum requirements for RSPO members and for RSPO secretariat to protect HRDs</p> <ul style="list-style-type: none"> • Need to agree process on how to move ahead <p>Labour Task Force Objectives:</p> <ul style="list-style-type: none"> • Strengthen RSPO's labor protection standards and processes and • Improve level of standards' implementation and compliance among members • Through a comprehensive program that addresses the current gaps in the existing systems and the implementation challenges faced by different stakeholders • Fundamentally what we want to get out of this WG is a shared commitment to improve the situation of the workers while bearing in mind that the Companies need to earn. We need to find that balance. <p>Tasks & Timeline: Year 1:</p> <table border="1" data-bbox="524 1241 1442 1385"> <thead> <tr> <th data-bbox="524 1241 983 1278">Period</th> <th data-bbox="983 1241 1442 1278">Task</th> </tr> </thead> <tbody> <tr> <td data-bbox="524 1278 983 1385">1st & 2nd Q</td> <td data-bbox="983 1278 1442 1385">Assessment of level of compliance; labor standards and protocols guidance document</td> </tr> </tbody> </table>	Period	Task	1 st & 2 nd Q	Assessment of level of compliance; labor standards and protocols guidance document		
Period	Task							
1 st & 2 nd Q	Assessment of level of compliance; labor standards and protocols guidance document							

		3rd Q	Labour implementation guidance document; recommendations to training curriculum, criteria to accredit labour auditors; expansion of the certification methodology and scope		
		4th Q	Roll out of initial round of training courses and capacity building activities		
		Year 2:			
		Period	Task		
		1st-2nd Q	Continuation of training courses and capacity building activities		
		3rd Q	Development of standard procedures for investigation and response within the complaints and DSF processes		
		4th Q	Formulate recommendations on various issues, e.g., worker representation, alternative livelihoods, and robust monitoring and oversight of labor-related concerns (BoG specific)		
		Proposed composition:			
		Lead	Daryll Delgado (Verite)		
		Growers	Musim Mas Wilmar or FGV Agro Palma, or someone Agropalma can nominate *Thai producer/smallholders group		

		Processors/Traders	Cargill, or someone they can nominate		
		Consumer Goods Manufacturers	Mondelez Unilever		
		Retailers	M&S		
		Banks/Investors	Rabo Bank HSBC		
		Social NGOs	Chris Wangkay (Oxfam - Indonesia) Dr. Lanash Thanda (BCI/SEPA - Malaysia) Quinn Kepes (Verite – Latin America) Sandhi Elok (OPPUK - Indonesia)		
		Others stakeholders	ASI CBs that are known to be well-performing Academic and investigative researchers Amnesty International FinnWatch		
		<p>Update on the Task force on Labour TOR – can be adopted already AE: you have the backup from the WG back in November. We were clear that there will be no more process needed on this. Criteria for the selection of TF members. TF meeting – early 1st quarter (early Feb) because we want to move fast and identify specific dates and we will call for a specific TF meeting.</p>			
Lunch					
4.	Action plans	Next steps AE: We have already covered the Agenda with regards to some of the work with the sub-group, in this afternoon we will be focusing on starting to work			

		<p>through the tasks within that plan. So now we will cover the budget and start the breakout on subgroups today.</p> <p>Budget – Sub-group need to tell us how much you need. KV will then work it into a budget and submit in April. Would be good to have it based on activities and specifics.</p> <p>MC’s for FPIC needs to be updated.</p> <p>Budget needs to come in by 2nd week of March but the earlier the better.</p> <p>Contract – RSPO will contract directly based on invoices presented. It does not go through the WG. Indemnity responsibility under RSPO.</p> <p>Ballpark the figures you need.</p> <p>FPIC Training. Budget needs to be determined if it would fall under HRWG or in the Assurance.</p> <p>Other training - This group could plan the activities but perhaps the Secretariat can determine where the funds will be parked.</p>	<p>check to see where the funding will come from for the FPIC trainings.</p>	
5.	Discussion on definition of “local group”	<p>The P&C explicitly state ‘local people’ and it was explicitly used for indigenous people later in the P&C and that was accepted into the revised P&C. it was an umbrella theme.</p> <p>In purposes of land acquisition & grievance, the protection that the RSPO provides is the same for indigenous people, local communities. So you can’t define who local people are because you are defining three different groups.</p> <p>KV: the call for this definition was brought up during our technical meeting and we noted that there was no definition for this. If there could be a</p>		

	<p>description and/or definition, we can use this in future documentation in the RSPO.</p> <p>Tulio: Concern is every time we have a definition, the concern would be what is not included in the definition? It may be too much work to RSPO to try and develop a definition we cannot apply globally without forgetting any local people outside this definition.</p> <p>Appreciates MC's explanation. We could put a list of examples in the glossary but it would be an example and we shouldn't limit it.</p> <p>PG: In the indicators and guidance does discuss this. In principle 2 it is there and it is clear. As a WG we need to determine what is clear and what isn't because I too share the same concerns as Tulio.</p> <p>MC: over-defining is a risk. See in 7.5 & 7.6 they used local peoples and somehow we didn't pick it up.</p> <p>KV: If not a definition, would we consider a description?</p> <p>PG: Why do we need this?</p> <p>KV: For future documentation, we have technical definitions for everything and hence this came up. But you are right it is difficult to define. How do you get a guidance of what local people is?</p> <p>PG: Right now, talking from a grower's perspective, I don't think we are drawing lines, so for principles 2 and 7.5 and 7.6 it is clear whoever has the right, they go throughout the process. Right now we are not drawing lines. The reason for not having confusion is not clear. At least there is no confusion now. I don't think we need to fix something that is not broken.</p>		
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		<p>MB: is the guidance clear enough?</p> <p>MC: look at page 23 of the FPIC guide which has a page on this. Page 39 also has a discussion on user's rights. This should be enough. WG would state that this is sufficient. It is dependent on community by community. We cant define it. Comes down to mapping.</p> <p>Decision: Not to limit the interpretation to a specific definition. Leave it open as it is currently. This could be defined more broadly and inclusively.</p>		
6.	<p>Breakout Session – for subgroups: Notes of meetings of Sub-groups will be annexed:- FPIC: Annex1 Social Audit: Annex 2 Labour: Annex 3 Gender: Annex 4</p>			
7.	<p>FGV Presentation on Labour Issues in Malaysia By Azam Ishak & Puan Norida</p>	<p>Objective: to share their initiatives with us and see how we could feed into this collaboration.</p> <ul style="list-style-type: none"> • Had a labour issue workshop. Gathered key industrial players, stakeholders including the government officials to participate. • Have identified 3 Main Labour Issues in Malaysia and the Action Points in tackling these issues. The issues are:- -prohibition of fees charged on foreign workers by contractors and labour suppliers; -withholding passports by employers; -prohibition of children at work. <p>Discussion:</p> <ul style="list-style-type: none"> • Why FGV is here is to see if we can collaborate with them as the work they are doing here are similar to all in the industry. 		

		<ul style="list-style-type: none"> • Mel: we would like to include and reference your findings into the review for resolutions. We would like the whole RSPO to look into this and see how we can move forward. Verite would also like to be part of the workshop as we can contribute to it. • Systematic way of engaging with the government. The MOHR informed that there will be a long term legal review. • We will be in touch with them moving forward. 		
8.	Agropalma's presentation on Human Rights situation in LATAM (Brazil)	<p>Presentation focuses on Brazil.</p> <p>Issues in PO sector:</p> <ul style="list-style-type: none"> i) Degrading working conditions ii) Gender <ul style="list-style-type: none"> - Culture – patriarchal ideology - Environment - Maternity – discrimination against hiring women iii) Child labour iv) Slave labour <ul style="list-style-type: none"> - not just reducing capacity or forced labour. Also include degrading conditions. - Also includes long working hours (modern slavery) v) Migrant workers – esp undocumented <p>Root causes</p> <ul style="list-style-type: none"> ii) Lack of knowledge and management capacity iii) Lack of financial capacities, esp amongst smallholders iv) Lack training <p>Big players</p> <ul style="list-style-type: none"> i) Conflict between a company and indigenous company <ul style="list-style-type: none"> - Land dispute ii) State labour audits often carry out with big companies but not small companies 		

		<p>Brazil established an Association of Growers. The labour situation was deemed to be good initially. They then revised that after further consideration.</p> <ul style="list-style-type: none"> - Started partnership with ILO consultants. Made a diagnosis – and created indicators. The Association monitors members. - Supply chain – still revealed child labour/slave labour. - Worked with ILO and other NGOs (incl Solidaridad) <p>For Smallholders – they formed consortium.</p> <p>Gender issues:</p> <ul style="list-style-type: none"> - Difficult to deal with gender issues. Perhaps best to start to address in the company first and then be better able to guide the supply chain. - More balanced in middle level – 35% women. - First woman was promoted to senior management – in charge of new planting; replanting; fertilization – team of 300 pax. - Trial quota – developed a team women harvesting (often women involved in loose fruit collection – labour cost too high – productive too low.) This trial (100 women) used the same equipment as men but more in small holders. Perhaps long term – consider developing new tools or shorter trees. Also trying with machinery drivers. - Remuneration – for harvesting? Collective agreement – slightly higher than minimum wage. - On average: women are 25-30% less productive than men. But for Agropalma there is already shortage of workers. So lower production is not a huge problem – otherwise the women will return to loose fruit harvesting. - Sexual harassment – human resources have special measures but extremely sexist culture. - Company has an equality policy – equality in terms of wages. - Facilities are not conducive for women. 		
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		<ul style="list-style-type: none"> - Grievance mechanisms – sexual harassment (yes); not necessarily other forms of gender related discrimination (no for wage discrimination). There is a policy and code of conduct – all forms of discrimination (including GBD) is prohibited. But no grievance channel. 		
9.	Other matters	<ul style="list-style-type: none"> i) Developing the HR Policy <ul style="list-style-type: none"> - Pep and Alex volunteered ii) To consider developing guidelines on ethical and fair recruitment practices <ul style="list-style-type: none"> - Recruitment agencies iii) MB; There are many tools available online to help with the development of this and we should use this to aid our preparation. 		
20.01.2017				
10	Action Plan Moving Forward	<p>Overarching Plan Policy development</p> <ul style="list-style-type: none"> • HR Defenders and Whistle Blowers Policy • Human Rights Policy for companies - Initial draft to be shared with Labour and Gender sub-groups. - Note: Policy need to reflect on the ground realities - First draft – 1st week of April <p>Gender Equality</p> <ul style="list-style-type: none"> • Recommendations to the P&C review process - Aim to complete by 3rd week of March • Input into existing policy development initiatives to ensure gender related principles and standards are incorporated - Engage in the process of developing the HR Policy; FPIC; labour guidelines • Develop gender specific guidelines for the ACOP - To engage/collaborate with labour 		

		<ul style="list-style-type: none"> • Establish a fund to support gender related initiatives at the community level - To engage with the RSPO Smallholder Development Fund team • Incorporating gender component into specific trainings - FPIC - Labour - Certification - Assurance <p>Social Auditing</p> <ul style="list-style-type: none"> • Recommendations for the P & C review and head the overall HRWG submission for the P&C Review task force • Policy guidance for: <ul style="list-style-type: none"> - Training - Auditors selection - Making social auditing more inclusive • Workshops for conducting meaningful social auditing <p>Labour</p> <ul style="list-style-type: none"> • Assessment of level of compliance, labour standards and protocol guidance document • Labour implementation guidance documents. Training curriculum, criteria for accreditation, labour auditors, expansion of certification methodology and scope: <ul style="list-style-type: none"> - Roll out initial trainings • Standard procedures for complaints and DSF procedures • Continuation of training courses and capacity building • Formulate recommendations on various issues: <ul style="list-style-type: none"> - Worker rep - Alternative livelihood - Robust mentoring - Oversight on labour related concerns 		
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		<p>FPIC</p> <ul style="list-style-type: none"> • Training materials (collaboration with gender and labour) Note: would not necessarily involve smallholder • Training • Guidance on implementation of FPIC process - challenges • Africa trial (GVL) • P & C review <p>Tasks for Secretariat:</p> <ul style="list-style-type: none"> • Share updates and timeline for the review of the P & C • Tentative 3rd week of March for all recommendations to come in. • To ensure that the whole HRWG will indicate approval of the recommendations before the same is submitted to the TF. • Ensure summary of HRWG workplan is posted on the website • Indicate names of the person's responsible for the implementation specific tasks • Indicate timeline for completion of each tasks. 		
11	Next meeting	Physical meeting – 14 June 2017 in London		

Annex 1:- FPIC

Present:

Marcus (sub-group chair)

Alwi Hafiz

Lim Sian Choo

Lukita Wardhani

1. FPIC Training

We agree to modify the TORs as follows.

- i. We explain the advantages of having initially separated training days for communities and NGOs and Companies, in order give people a context where they feel confident to ask questions and not feel shy of exposing their lack of knowledge. It is likewise key to then have joint training and exchange sessions in order to give all parties the chance to then share views and explore issues of confusion or contention together. The aim is always to end up with a shared understanding of an adequate FPIC process. This process worked very well in the 2007-2008 trainings.
- ii. It is important to also involve CBs and Government officials as in many contexts companies need local government to understand the RSPO requirements.
- iii. Trainers from local CSOs should also be engaged as facilitators.

It is agreed that companies pay their own costs of attendance.

Action: MC to redraft proposal and budget accordingly.

2. Training videos

Kamini is asked to give us feedback on the uptake of videos. How much are they being used?

It is agreed the videos should be made available in Spanish, French and Bahasa Indonesia.

3. FPIC in NPPs

Sub-group members to provide feedback on FPP's draft mandatory requirements for assessments asap and any comments can be passed to Assurance Task Force.

NPP was conceived for new acquisitions where companies are in a phased development of land so not all FPIC process is completed at the time of FPIC. It was agreed that there are a variety of scenarios where NPP is done later in the project cycle.

- Late planting on company's own land bank long after land acquisition.
- Acquisition of unplanted land from other company
- Acquisition of 50% planted land from other company

More thought needs to be given to this in the NPP text.

4. FPIC Jurisdictional Approaches

As stated in wider group, local FPIC interpretations for Sabah, Seruyan, South Sumatra and Ecuador need to be subject to comment process to ensure consistency with P&C. This needs to be communicated to those leading Jurisdictional Approaches.

5. Trialling on FPIC Guide in Liberia
Agreed to go ahead. MC to include budget for CSO participation.
6. FPIC Guide for Smallholders
For scheme smallholders the standard P&C and FPIC Guide apply. For independent smallholders, where they are on their own land FPIC is not really an issue. It is agreed that there are confusing local scenarios where farmers acquire land from neighbours or indigenous peoples or others through the local land markets or through informal or customary land allocations. These local contexts will be very varied and a generic guide cannot usefully provide guidance suited to all occasions. It will be important to encourage the INA-NI FPIC group to keep in mind such scenarios
7. Next steps
MC to write up work plan in new format and submit to HRWG.
8. Date of next meeting of sub-group
To coincide with wider HRWG meeting

Annex 2: Social Auditing

1. P&C review
 - 1.1 draft 0 to be drafted by MB
 - 1.2 draft 0 to be and circulated by MB in the sub-group on 31/1 and to leads of sub-groups
 - 1.3. discuss first draft: skype/conference call on 8/2 entire subgroup
 - 1.4 inputs received from all sub-groups by 28/2
 - 1.5 draft 1 to be finalised and signed off by entire HRWG and sent to Standing Committee before the deadline as to be communicated by SC.
 - 1.5 links and lobby established with labour group, FPIC group and gender group, QA WG, Secretariat, Carl Bek Nielsen and other board members (in particular Johan Verburg and Paul Wolvekamp); Pep to play essential role in lobby
2. Draft policy guidance with regards to meaningful social auditing and training
 - 2.1 Draft 0 to be drafted by MB April , exact date to be set
 - 2.2. Draft 0 to be discussed in sub-group mid April, exact date to be set
 - 2.3 Draft 1 to be signed off by entire working group, May, exact date to be set
 - 2.4 Policy guidance on meaningful social auditing to be sent to QA group, Secretariat,

Annex 3: Labour

Sub-Group Workshop Results:- Identification of priority issues for the labour standards and protocols guidance

Identification of Priority Issues:-

- OSH: confirm which standards to use - domestic legal as minimum on pesticides, OSH plan, awareness (4.6 to 4.8)
- SEIA: 6.1, 7 (NPP)
- 6.3. Clarity about the grievance mechanism's principles and elements
- 6.5. Expound on decent living wage, adequate housing/ water, etc, monitoring access to food
- 6.6. Parallel means of independent and free association; CBA should apply to migrant workers as well
- 6.7. Include guidance about children in the workplace (can pull up from old Guidance for Independent Smallholders under Group Certification): UNICEF, FSC standards or guidance for reference
- 6.8 and 6.9: non-discrimination and sexual harassment & abuse, specifically related to grievance mechanism
- 6.12: Forced labor and trafficking: recruitment fee, document retention (reference FLP)
- 6.13: Human rights policy and mechanism: (c/o Pep and Alex)
- How do we address worker training and documentation? (Reference Verite standards)

Strategy:

- Maintain the principles, strengthen the criteria and deepen/ expand the indicators
- Gap analysis between P&C, POIG and FLP standards (Note: Wilmar has done a preliminary study; should follow up)

*The document should be ready by 2nd or 3rd week of March.

Annex 4: Gender Equality

1. P&C review

1.1 draft 0 to be drafted by MB

1.2 draft 0 to be and circulated by MB in the sub-group on 31/1 and to leads of sub-groups

1.3. feedback on draft 0 from entire subgroup by 17/2 via email

1.4 revised draft from MB for circulation on 24-2; this draft can only revised if strong substantiated objections

1.5 draft 1 to be finalised and signed off by entire HRWG and sent to Standing Committee before the deadline as to be communicated by SC.

1.6 links and lobby established with labour group, FPIC group and gender group, QA WG, Secretariat, Carl Bek Nielsen and other board members (in particular Johan Verburg and Paul Wolvekamp); Pep to play essential role in lobby

1.7 development elements on gender equality for FPIC trainings and labor trainings: planning to be undertaken, MB to be in touch with Marcus and Mel

1.8 Max 3 elements on gender equality identified to be reported on in ACOP; elements to be in line with indicators, first brainstorm in April, date to be set