

**Minutes of the 7th Human Rights Working Group Meeting
27th June 2019 (1:00pm – 4:30pm)
Cargill Office, Singapore**

Attendance: Name	Organisation	Status
Secretariat:		
Kamini Visvanathan (KV)	RSPO Secretariat	WebEx
Prasad Vijaya Segaran (PVS)	RSPO Secretariat	
Monisha Mohandas (MM)	RSPO Secretariat	
Members:		
Alexandra Experton (AE)	Cargill	Co-Chair
Jaideep Singh (JS)	Bunge	
Ghislaine Nadaud (GN)	ABN AMRO	
Lee Kuan Yee (KY)	KLK	
Lim Sian Choo (SC)	Bumitama	
Perpetua George (PG)	Wilmar	
Claudine Musitelli (CM)	Unilever	
Rebecca Armson (RA)	Goodhope	
Carolyn Lim (CL)	Musim Mas	
Madeleine Brassier (MB)	Oxfam	
Flavio Linares (FL)	Solidaridad	Co-Chair (WebEx)
Adrian Suharto (AS)	Neste	WebEx
Marcus Colchester (MC)	FPP	WebEx

No.	Description	Main Discussion Points	Action Items
27 th June 2019			
1.	Discussion before starting the meeting	<ul style="list-style-type: none"> - Round of Introductions - Minutes of previous meeting which was held on Nov 2018 was summarised 	
2.	Progress Updates	<ul style="list-style-type: none"> - Development of modules on FPIC for stakeholders (CB, growers, communities) 	

		<ul style="list-style-type: none"> ● Training modules: <ul style="list-style-type: none"> - Completed and reviewed by HRWG - Used during the 3 regional FPIC trainings - Finalised upon completion of pilot training projects in all 3 regions - FPIC Training for LATAM (Companies & Communities) <ul style="list-style-type: none"> ● 3 regional trainings conducted by FPP: <ul style="list-style-type: none"> ▪ Bogota – 25th to 27th June 2019 ▪ Liberia – 16th to 18th July 2019 ▪ Kota Kinabalu (TBD) – 15th to 17th October 2019 - Labour Auditing Guidance <ul style="list-style-type: none"> ● This activity was previously called the Social Auditing Protocol, however, the document prepared doesn't really cover all the social elements in the RSPO. As such, it will be a Labour Auditing Guidance instead. ● Draft has been completed by ASI ● Comments tabulated from LTF, growers and CB's ● Targeted to be released Mid/End July after being finalised by Secretariat and endorsed by the Standing Committee - Social Auditing skills training for social auditors <ul style="list-style-type: none"> ● Conducted on 14-16th January 2019. - INA FPIC Guide <ul style="list-style-type: none"> ● 1st draft is completed. ● Will need to be reviewed after the generic FPIC guide is updated. 	<p>Secretariat to rethink about having the 3rd FPIC training in Medan, Indonesia and provide reasons regarding the selection process of locations, i.e. Kota Kinabalu</p> <p>Form a small group to brainstorm of a shorter alternative to achieve this FPIC training outcome.</p> <p>HRWG members have requested for a process in reviewing documents. To provide a document objective, summary, version numbers and a clear view on changes/comments and whether/how these were taken into account. This will allow clear traceability and rationale on change and also allow members to focus on reviewing only recent</p>
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3.	Outcome of Governance Review	<ul style="list-style-type: none"> - Purpose of restructure: <ul style="list-style-type: none"> ● Standing Committees will be formed to ensure that the Theory of Change is realised as the way forward. ● Provide a structured governance with a direct link to the BoG ● Clear division of responsibilities ● More efficient and effective processes, using staff and volunteer time effectively ● WG’s lifespan will be for a period of 2 years – to provide advice and guidance to Secretariat ● TF’s lifespan will be between 6-9 months with a focus on membership consisting of experts in the related area and will be created for a specific task 	
4.	Update on formation of LRWG	<ul style="list-style-type: none"> - The ToR for the formation of the LRWG has been submitted to the Standards Standing Committee. - A discussion is required as to whether to merge HRWG with LRWG or to have it as separate entities. 	<p>Secretariat to align the HRWG ToR to the SSC ToR.</p> <p>HRWG members are proposing that HRWG merges with LRWG – no conclusion reached, a side discussion is needed.</p>

			Another call will be arranged with PG, MB, CM, AE to finalise this decision
5.	Social Auditing Guidance	<ul style="list-style-type: none"> - Will now be called Labour Auditing Guidance - Proposal is to have several chapters addressing different aspects of social auditing. - CB workshops have been conducted during which CBs were consulted on the applicability of the guidance. The draft also went through comments from growers, the LTF and MB who looked into the gender aspect of the draft guide. 	KV to share the final document with the Social Auditing sub group
6.	Gender Guidance	<ul style="list-style-type: none"> - A resource document on gender guidance has been drafted by Madeleine. - Secretariat and MB suggested to get a consultant on board to develop this gender guidance based on the content provided by Oxfam. - MC suggested speaking to WOCAN as an expert/ consultant for this gender guidance document. 	<p>MB needs to circulate the gender guidance document to HRWG members first.</p> <p>PG, CM and Tulio have volunteered to review the gender guidance document based on the current draft by MB and see whether support from a consultant is needed and if so, what kind of support.</p>
7.	Independent Smallholder Standard (ISH) Standards	<ul style="list-style-type: none"> - Comments obtained from LTF, Solidaridad, Oxfam and BothENDS & FPP were provided to SHIG - SHIG has proposed that the smallholder farm definition to be looked into again and has tasked the Secretariat to find out how to go about this. 	HRWG wants the SHIG to develop the requirements and parameters for the simplified FPIC process

		<ul style="list-style-type: none"> - The requirement for FPIC has been included in Principle 2 of the ISH standards. However, SHIG is looking to the HRWG to advise on the development of a guidance for smallholders on conducting FPIC <ul style="list-style-type: none"> ● SHIG has requested the HRWG to work on the simplified process of FPIC 	<p>and HRWG will provide the guidance.</p> <p>To wait for the minutes of meeting from the SHIG to ascertain what the concerns are and what are the specific concerns about the application of FPIC for HRWG to address.</p>
8.	Status of Implementation of the HRD Policy	<ul style="list-style-type: none"> - Policy has been translated to 4 languages. - HRD hotline has been successfully launched on the 15th of March 2019. - HRD Hotline through 3 methods: <ul style="list-style-type: none"> ● Whatsapp ● Landline ● Email <p>https://www.rspo.org/hrd-hotline-eng</p>	<p>MC intends to speak directly to IMU regarding 3 cases lodged which allegedly did not trigger the HRD policy when it should have.</p> <p>Secretariat to follow up with MC on who to contact from IMU.</p>
9.	FPIC	<ul style="list-style-type: none"> - Training Modules for the regional FPIC training have been finalised and the training is currently ongoing in Bogota. - FPIC guide is aligned with the new P&C but Secretariat does not have enough resources to turn it into a practical guide. <ul style="list-style-type: none"> ● RSPO will hire a consultant to improve on the format of the FPIC guide. 	<p>A separate call will be scheduled between RSPO Secretariat, FPP, MB, and AE to finalise the location for the third regional FPIC training.</p> <p>HRWG members will need to produce a ToR for the consultant for the development of the FPIC</p>

			guide. Secretariat will draft the ToR for the HRWG's consideration.
10.	RT17 Topics for Plenary Session	- Will be discussed over email	PVS to trigger discussion on email
	Closing	<p>- Discussion on human rights violations in Latin America region</p> <ul style="list-style-type: none"> ● MB explained the rising situation of companies with human rights violation interested in being RSPO members and suggested a mechanism be put in place by HRWG to curb this situation. ● Majority of the HRWG members agreed that a due diligence on human rights issues need to be done by the RSPO Secretariat when registering to be a member as it is not the HRWG's position to raise this issue. ● However, HRWG can provide guidance and a list of resources to the RSPO Secretariat. <p>- Meeting was adjourned.</p>	Secretariat to raise this to the Membership team about the current due diligence process and update the HRWG accordingly.