

**Minutes of HRWG Meeting**  
**10<sup>th</sup> November 2016**  
**Singapore Room**  
**Shang-Ri La, Bangkok, Thailand**  
Attendance:

Name	Organisation	Status
<b>Co-Chairs:-</b> Madeleine Brassier (MB) Alexandra Experton (AE)	Oxfam Novib Cargill	Co-Chair Co-Chair
<b>Members:-</b> Lukita Wardhani (LW) Alwi Hafiz (AH) Lim Sian Choo (SC) Jesicca Furmanski (JF) Carolyn Lim (CL) Sim Chuan Eng (SCE) Marcus Colchester (MC) Daryll Delgado (DD) Lanash Thanda (LT) Melizel Asuncion (MA) Yau Woon Lee (YWL) Sabarinah Marzuki (SM) Adrian Suharto Lee Kuan Yee	Goodhope GVL Bumitama WWF Musim Mas KLK FPP Verite SEPA Verite Neste Sime Darby Neste KLK	Substantive Member Alternative Member Alternative Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Substantive Member Alternative Member
<b>Observers:-</b> Iris Soh Chris Wangkay Chris Kip Johan Lunabhu Widya Dave Pendlington Dickens Mambu Erik Nyman	UNICEF Oxfam Indonesia UNICEF Neste Musim Mas Mars Chocolate IOI Plantations UNICEF	

<b>Secretariat:</b> Kamini Visvanathan (KV) Devaladevi Sivaceyon (DS)		
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No.	Description	Main Discussion Points	Action Items	Progress Updates
10 <sup>th</sup> November 2016 (Thursday)				
1.	Welcome and brief introduction	Meeting started with introduction of members.		
2.	Progress Report on Sub Groups	<p>MB explained the structure HRWG consisting of 3 subgroups which are:-</p> <ul style="list-style-type: none"> <li>i) Social Auditing</li> <li>ii) Labour</li> <li>iii) FPIC</li> </ul> <p>The action for the workplan which was formulated last year took place via the sub-groups as above.</p> <p>MB then shared the activities which the Social Auditing had done throughout the past year:-</p> <ul style="list-style-type: none"> <li>• 2 researches have been conducted, one last year and one the year before. The first by Rainforest Alliance and the latter by Verité. The research looked into what can be done to improve RSPO Social Auditing. Believe that social auditing will be able to pick up human rights issues occurring.</li> <li>• The revision of the P&amp;C in 2017 will be a good opportunity to improve the indicators and auditors checklist.</li> <li>• The recommendations in the studies are clear and can be easily adopted.</li> </ul>	<p>Members have proposed and agreed to have all relevant documents to be mailed and uploaded at RSPO's website.</p> <p>Request to have the key action on the document to be bolded to draw better attention for the function of the mail.</p> <p>MB will be sharing research paper</p> <p>Suggestion from member to call for a research agenda on human rights.</p> <p>Members proposed to have sessions on how the</p>	<p>Paper has been shared via email</p>

		<ul style="list-style-type: none"> <li>• Recommendations on training, lead auditors, recommendations for both the auditors as well as for the RSPO to improve on accountability.</li> <li>• MB will share the study with everyone.</li> <li>• Informed the members about the Assurance Taskforce which have taken note of the recommendations and the findings of the studies above. The taskforce will see how it can integrate and improve the Social Auditing in line with the revision for P&amp;C next year.</li> <li>• The revision for principles and criteria will also look into aspects of human trafficking so to ensure that growers understand the concept of trafficking.</li> <li>• MB will brief the Board of Governors (BOG) during the Board meeting on Friday (11.11.2016) to explain these recommendations and this MB hopes will facilitate their decision making on the same.</li> </ul> <p>Labour Sub-Group: MA provided the progress report for the Labour Sub-Group:</p> <ul style="list-style-type: none"> <li>• There was a request to develop a Labour Task Force (LTF) by the BOG to look into labour compliances by growers (smallholders included).</li> <li>• The LTF will look into how we are to address the issues which crop up and what needs to be done.</li> <li>• The LTF will also target capacity building for the CBs as they are not detecting issues that are there and therefore these issues cannot be addressed effectively.</li> <li>• It will involve looking at the training curriculum, criteria for auditing and also building capacity of for growers in understanding what the criteria(s) is</li> <li>• There is also a need to tie in with the smallholders as they are a critical part of the supply chain and need to catch up because at this stage, they pose a big risk in all the companies.</li> </ul>	<p>review of P&amp;C will work out. Suggestion is to have one at KL and one at Jakarta.</p> <p>Secretariat to update HRWG on the timeline for P&amp;C review.</p>	
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		<ul style="list-style-type: none"> <li>• Complaints mechanism, need to develop protective measures and if no measures are developed, it may result in further victimisation. This needs to be within the RSPO System.</li> </ul> <p>DD, who just came in from the Assurance TF meeting then continues on the updates :-</p> <ul style="list-style-type: none"> <li>• Informs that the LTF will be complimentary to the Assurance TF.</li> <li>• Informed that there have been significant developments in the past few days, just from the BOG meeting (on 7.11.2016). Based on the proceedings in the past few days, finally there is a sense of urgency to look into labour issues in highlighting to the public that RSPO is doing something to deal with these issues.</li> <li>• DD informs that the LTF and its formation etc is to be done ASAP.</li> <li>• From the Assurance TF meeting, there is more clarity to the composition of the LTF and the demands of the TF.</li> <li>• Shared what the Assurance TF will look like that that its logical to the labour compliance. As such, the LTF will not be a Labour Rights TF but rather a Labour Compliance TF with very specific tasks.</li> <li>• The Assurance TF will comprise of members from the BOG. There will be a steering group with members from the BOG and for the Labour TF, there are very clear interest from companies and from technical experts.</li> </ul> <p>At this stage MB stops DD and informs everyone that we have automatically gone on the next agenda which was on the LTF and asks if it would be ok for us to seek any comments of clarifications from the members in relation to the explanation provided by DD</p> <p>SM and LW to DD: So far, mention has been made about the TOR, and nothing more has been done on this correct, and the TOR is the last one which has been circulated to the group correct?</p>		
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		<p>And in relation to capacity building etc, will this be done after the TOR has been finalised? So the timeframe is going to be tight? When will it be submitted to the BOG?</p> <p>DD informed that it will be tomorrow. They understand the time is tight but they just want to look at the main structure and composition.</p> <p>LW to MB: Since the LTF is already circulating their TOR, on the Social Auditing, will there be any circulation on the documents related to Social Auditing?</p> <p>MB: yes, will be done asap. Will be done today. Also discussed with KV and want to know if we can put it up on the website as it is a piece of progress. And whatever we want to communicate, we can put it up on a website.</p> <p>We should upload.</p> <p>Group asked that it is emailed as well.</p> <p>KV: Should we create a Dropbox or we-transfer? HRWG members still want emails to be sent. It was agreed that whilst a sharing mechanism will be created, emails will be sent as a main mode of communication.</p> <p>MB Proposed: for the study will be sent to email and proposed that studies that are commissioned by the HRWG can be put on the website and an announcement will be made to the WG that the same is on the website. Main objective is that everyone has access to all the documents so whatever that needs to be done to facilitate this, we will do.</p> <p>LT:</p>		<p>Paper has been shared via email to members of HRWG</p>
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		<p>When there is a study or a research, we never had a space to discuss this before it gets uploaded for public consultation. Would like to know what is the procedure on this?</p> <p>MB: In relation to this study, Oxfam has commissioned it while using its own funds, and it related to the HRWG. The research is neutral in nature and as such, a review is not necessary and would also take too much time.</p> <p>LT: Maybe a review is not the right term, but I believe that the WG should have the space to discuss it as there are many researches which claim to be researches but don't come up with anything substantial. We end up doing studies and studies.</p> <p>MB: This research was only done recently so...</p> <p>LSC: Would like to share experience with another WG where a research was commissioned and the result of the study was not in line with the TOR. So having a TOR is good. And if research is made available as least we can cross check and see if the research has met the TOR.</p> <p>MB: We have done that. If we had not been on time pressure, procedure would have different. We would have sought input from everyone.</p> <p>DD: Based on the comments it seems as though people are interested in coming up with researches and perhaps we can commission them through the HRWG and then we can commission the organisations to conduct the</p>	<p>Guide on conducting studies commissioned by the HRWG to be drawn</p>	
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	<p>studies which will be paid for by the RSPO rather than the individual organisation.</p> <p>LW: In the future, maybe we should make a clear distinction between what is commissioned by the HRWG and what is independent so we know what we can and cannot comment on.</p> <p>SM: Will this be the basis of our discussion moving forward?</p> <p>MB: It is up to the group to decide the same.</p> <p>SCE suggested a forum where proposed reviews into the P&amp;C can be shared by all stakeholders for comments.</p> <p>The suggestion was well taken and KV informed that she will take this back to the Secretariat.</p> <p>Group wants to know what the process of the review will be and the timeline so that the WG will be able to work on their respective timelines</p> <p>DD on Labour Task Force:</p> <ul style="list-style-type: none"> <li>• There will be a steering group BOG Members, a taskforce on membership from the RSPO Secretariat, and the 3<sup>rd</sup> level will be a taskforce counterparts and then a reference panel of technical experts which will be drawn in as the need arise.</li> </ul> <p>MB: Who does the TF report to?</p> <p>DD: reports to the board. It will seek input from HRWG. In the draft TOR, suggested names are not final. Will need to finalise the TOR to make it specific. Will keep everyone informed. The expectation is that by year end</p>	<p>KV to find out review of P&amp;C process and revert</p>	
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	<p>the TOR will be approved and the people will be invited to sign the necessary documents. Please suggest any members you think will be good for the TF.</p> <p>Questions:- If no questions, would propose that the WG endorsed and also launch the TF as it has been mandated by the Board.</p> <p>AE: only composition is a concern and need greater representation.</p> <p>DD: Mean to include growers as well. The names in the TOR draft are suggested only. We are developing the TOR. We would appreciate the comments to come in till the <b>18.11.2016</b>.</p> <p>AH: There should be geographical composition as well.</p> <p>LW: Take into account upstream and downstream as well.</p> <p>DD: please write this to us and we can compile the same. Want to go back to the Board and say that the HRWG supports this draft and we will be able to give you some names and support and we will be sending invitation to the potential members of the TF.</p> <p>MB: Once the comments are processed, how then will you get back to the WG? Suggest then unless the comments doesn't make sense, then there needs to be a discussion on the same. And when this process is finished, we can then launch it? Timeline for that? DD: 1<sup>st</sup> deliverable should have been this month.</p> <p>KV: Can I Suggest a date that the final draft comes up? DD: by the <b>end of November</b>. So that the secretariat can come up with a discussion table so that we can table it to the board for the upcoming meeting?</p>	<p>Final draft of TOR for LTF to come out by 30.11.2016 (DD) Any comments to be sent by 18.11.2016</p>	
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		<p>MB: How will you share progress on the LTF?  DD: LTF has specific tasks and deliverables. Small groups will be formed and the progress will not be linear and some finite. A progress report on each task will be shared at the meetings at the HRWG.</p> <p><b>FPIC Progress by MC:</b></p> <ul style="list-style-type: none"> <li>• Guide has begun to be translated.</li> <li>• 17 training videos produced.</li> <li>• Mentioned need for training for companies. But wasn't budgeted. It went idle with the absence of the Secretariat. Perhaps can be revisited again.</li> <li>• Proposal for field trials. GVL offered to host. Got stuck on question of budget.</li> </ul> <p><b>KV: Update:</b>  Translation, for Bahasa Indonesia, translators have given it back to us, We are proofreading it within the Secretariat and should be up by the end of the month. Similar status for Spanish. French is still in translation. Expected to be proofread and translated by the end of the month. BI and Spanish, by December.  Videos, are on the e-college website. It has been reviewed and up on the website. A bit of tweaking but good to go.</p> <p>AH: Still keen to have the field research conducted. In terms of the budget issue, it can be resolved, we (GVL) will pay for anything incurred inside the country for external people coming in, it needs to be worked out.</p> <p>Marcus: We will come up with a budget together.</p>		
3.	Neste: Social and Labour	Neste partnered with FINNWatch to conduct a study on social issue in Oil Palm plantation in Malaysia. Several suggestions were made to HRWG's consideration.	Secretariat will share the presentation slide. Adrian to come back with more	

	Issue by Adrian Suranto	<p>Labor Subgroup was called to address on the recommendations made and come up with Best Management Practices. Several recruitments involving 3<sup>rd</sup> parties should also be catered under the revision.</p> <p>MB: would like to invite Neste to contribute to the Labour Sub-group on what can be a further process on this study. This is a good signal that the companies are picking up on this.</p> <p>DD: Welcome the recommendations and glad that this is coming from the Company.</p> <p>AE: We should share the practices with everyone covering all geographies</p> <p>Adrian: Happy to do this in the TF. Adrian will share the presentation with KV and KV will forward to everyone.</p> <p>DD: Asked if it is possible to share the more comprehensive study with the group. Adrian said he will check.</p>	<p>information as requested by member.</p> <p>KV to forward presentation to everyone</p>	
4.		MB proposes to change the Agenda to Annual Planning first. The Free & Fair Labour principles can be discussed later or over email.		
5.	Annual Plan	<p>MB: Propose we do a break out session for the Annual Planning. Before that, I propose that we have a discussion on what are the sub-groups we wish to have. It was proposed that we have the following sub-groups:-</p> <ul style="list-style-type: none"> <li>- Policy development</li> <li>- Gender</li> <li>- FPIC</li> <li>- Social Auditing</li> <li>- Labour</li> <li>- Protection for Human Rights Defenders and Whistle-blowers</li> </ul> <p>MC: There is a resolution proposed that the HRWG be given the lead on resolution 6(e). I think in this room there is a lot of experience and we can come up with procedure and best practice on how to protect whistle-blowers and human rights defenders.</p>		

		<p>AE: would it be better for us to revive on the Human Policy development sub-group and park resolution 6(e) under the said sub-group.</p> <p>LSC: the protection of the whistle blower policy will have an effect across the board so when we do this, we would have to be mindful of the same.</p> <p>MB: insofar as children's rights on the other hand, we believe it can be included into gender. If we have too many sub-groups, we may lose focus.</p> <p>Marcus: If we try to do too much we may end up doing nothing. On resolution 6 (e), we need to address it urgently. Let's not bundle it up together. Marcus proposes that we have some volunteers who are keen to work on it quickly.</p> <p>MB proposes for a 5 minutes break where we go straight away into planning for the groups.</p> <p>Carolyn Musim Mas informed that they would be happy to share their Labour Verification Report of Indonesian plantations by Verite and will be happy to share it. Want to participate in the Labour Subgroup group</p>			Carolyn to share the Report with the WG, Secretariat to share with WG members.
6.		<p>AE: We will agree on sub-groups, dates for the meetings and the way forward with sub-groups. Suggest that detailed planning be done over calls Plan first meeting. Feedback: need more physical meetings. Call not effective</p>			
7.	Annual Planning	<p>FPIC Subgroup to focus on</p> <ul style="list-style-type: none"> <li>- Trainings and trials</li> <li>- CBs</li> <li>- Budget</li> </ul>			Annual Plan to be submitted by MC & team

		<p>- Legacy issues. Lets look at what the INA NI comes up first before we broaden it here.</p> <p>MB: please indicate the budget in the annual plan  Marcus: will revise and send it in.</p> <p>AE: Come back with list of activities and budgets for the activities.  KV: requested that membership of sub-groups be sent to Secretariat as well.  KV will send list out for everyone to fill up where they would fit. Heads of subgroups to give names they already have for us to update.</p> <p>Social Auditing Subgroup  -There will be follow up to make sure findings and recommendations are taken up in preparation for review of standards  - Would like to invite everyone to contribute on what we can do more.  - Give recommendation to Assurance Taskforce  - membership to be finalised with form to be sent out by KV</p> <p>Gender Subgroup (to feed in LabourTF)  -TOR to be created  - research on gender in this sector will be shared  - Gender Sub-group will be feeding back into the Labour TF as to their activities  -MB to lead this  - Suggest we invite Tulio from Agropalma Brazil to come into this sub-group.</p> <p>Human rights Policy to be included in Social Auditing and will be supported by AE.</p> <p>The Human Rights Defenders and Whistle-blowers policy will be separate due to the tight timeline. The objectives need to be clear. A task force with clear time needs to be established.</p>	<p>Annual Plan to be sent in by MB &amp; team</p> <p>TOR and annual plan to be prepared by MB</p> <p>MC to come up with TOR</p>	
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		<p>Recognises that there needs to have a short time line on this. Suggest a very small group (3 people) working on this. Proposed names: MC (L) LSC SM AH MB</p> <p>DD agreed to provide samples of policies of this nature</p> <p>Leads to come back with detailed time lines, activities and budget by 5<sup>th</sup> December 2016.</p> <p>Subgroups can select contributing experts to facilitate their discussion on a project by project basis and/or as and when needed.</p>		
8.	Next meeting	<p>Dates for Next Meeting: Mixed Call/Physical meeting in January proposed on 19<sup>th</sup> and 20<sup>th</sup> January 2017 in Singapore</p> <p>Dates for 2<sup>nd</sup> &amp; 3<sup>rd</sup> meetings to be decided on a doodle poll.</p> <p>Annual Plans to be sent within 4 weeks from the date of the meeting.</p>	<p>Secretariat to send out a Doodle poll for dates on the second and third meeting.</p> <p>Secretariat to prepare dropbox with relevant documents.</p>	
9.	Free & Fair Labour in Palm Oil Production: Principles and Implementation	<p>AE however highlighted that if what is being sought is that this document is endorsed as an RSPO document, then we have to take it off the table. However we can draw in recommendations from it and include it in the review for the P&amp;C</p>		

	Guidance as a WG	So we shall not put it in the website because it may be mistaken not as a guide but as a checklist.		
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