

**Minutes of the 8th Human Rights Working Group Meeting
3rd November 2019 (9am – 1pm)
Bangkok, Thailand**

Attendance: Name	Organisation	Status
Secretariat: Kamini Visvanathan (KV) Victor Yuh Tamanjong (VT)	RSPO Secretariat RSPO Secretariat	
Members: Alex Experton (AE)	Cargill	Co-chair
Ghislaine Nadaud (GN)	Bunge	
Lee Kuan Yee (KY)	ABN AMRO	
Lim Sian Choo (SC)	KLK	
Perpetua George (PG)	Bumitama	
Claudine Musitelli (CM)	Wilmar	
Rebecca Armson (RA)	Unilever	
Carolyn Lim (CL)	Goodhope	
Madeleine Brassier (MB)	Musim Mas	Co-chair
Marcus Colchester (MC)	Oxfam	
Izlin Adrina (IA)	FPP	
Charlene Lin	Sime Darby	
	Mars	
Nursanna	FSB Hukatan, Labour Union	Observer
Amalia	CNV International	Observer
Firmansyah	Link-AR Borneo NGO	Observer
Harwanto	TURC, Labour Union	Observer
Zidane	Sawit Watch, NGO	Observer

No.	Description	Main Discussion Points	Action Items
3 rd November 2019			

1.	Discussion before starting the meeting	<ul style="list-style-type: none"> ● Introductory words from MC ● Round of introductions ● Minutes of previous meeting which took place in June 27th 2019 were finalised and agreed. ● Introduction of observers from Hukatan. Hukatan has expressed interest to become members of the HRWG. ● MC also mentioned that there would be some observers to the HRWG meeting from the NGO caucus predominantly from Sawit Watch, Lingkar Borneo and TUK. ● The group informed that they would have to sit out when issues which are confidential in nature were discussed. 	
2.	Progress Updates	<ul style="list-style-type: none"> ● FPIC Training modules have been developed and trainings have taken place in Colombia, Liberia and Indonesia. ● Labour Auditing Guidance, will be completed next year and auditors are expected to start using the document by July 2020. ● TOR completed on 2015 FPIC Guidance Revision ● Many videos have already been uploaded on the Sustainability College and more are still to be uploaded in the days ahead. ● Something concrete on DLWs interim measure will be ready by the end of the week and an announcement on the same will be made to members. KV had elaborated more on the strategic plan later in the meeting. ● Gender practical guidance, scope of TOR to be agreed today, and TOR to be finalised in 14 days, completion of assignment by June 2020 ● FPIC Training module, needs to be designed to be friendlier to the user. May be done in-house. 	<p>Something should be done to capacitate auditors on Labour Guidance document to avoid gaps between audits now and when the document will be ready in July 2020. Suggested that training for members on how to meet compliance is done by Secretariat.</p> <p>Secretariat should use the HRWG to move issues on labour and get the necessary resources wherever the decision needs to be taken.</p>

		<ul style="list-style-type: none"> ● Webinar conducted in April 2019, about 50 members logged in, many questions in relation to definition of HRD and other very procedural questions 	Based on this response. Since the questions asked were procedural, members may need guidance on how to implement the HRD requirement on the UoC
3.	FPIC	<p>Training</p> <ul style="list-style-type: none"> ● FFP was chosen, modules drafted and approved and formats agreed ● Trainings have taken place and monitoring is underway ● The trainings in the three countries were supposed to target the entire regions but ended up taking just the host countries into consideration (especially in the case of Colombia). ● Feedback is that participants were very satisfied, growers were very receptive ● A lack of gender balance amongst trainees were observed ● In Colombia the growers thought that FPIC was not applicable in their context, this is because concessions are not given out but land is bought <p>Finalisation of Modules</p> <ul style="list-style-type: none"> ● Modules to be finalised and edited by December 2019 ● Secretariat intends to share modules in the resource hub. Secretariat is also thinking of training of trainers systems so that it's not Secretariat that disseminates the information but the question is how to monitor this and make sure that the right thing is done. ● Discussion: If we want to do a training of trainers we need to formalise it like other trainings for example the Lead auditor's course ● How do we transform from content sharing to training module 	

		<ul style="list-style-type: none"> ● Worry on how to make sure that ICLUP is subject of FPIC – NDTF is looking at it now; KY to keep us informed ● National Interpretation – how does the HRWG ensure that there is right social expertise in NIWG? ● The non-recognition of FPIC by LATAM stakeholders should not be looked at just as an NI issue but a systemic issue that needs to be addressed ● Important to develop FPIC training for Francophone countries in Africa, to this end an NGO partner needs to be appointed <p>Jurisdictional Approach</p> <ul style="list-style-type: none"> ● How will FPIC be defined within jurisdictions especially since non RSPO members will be involved, the JAWG is working something out. FPP is reviewing the 3 pilots to see how the issue is being addressed. ● The new draft of the JA CSD comes out by the end of November and the revised document will go for E-vote by March 2020. NGO caucus has requested 60-day consultation period instead of 30 days. The HRWG agreed that a 60-day period was warranted. <p>Update on the FPIC Revision Guide</p> <ul style="list-style-type: none"> ● TOR completed to be put out next week for expression of interest ● Recommendation to develop a concise toolkit can be prepared and also a more advisory document. <p>ISH Standard</p> <ul style="list-style-type: none"> ● To be put to vote at the GA, a simplified FPIC guide is needed and is not yet ready, volunteers needed to prepare this. Volunteers – Marcus, Madeleine and 1 representative from CGM 	<p>MC volunteered to help Secretariat to pull the comments after the JA draft public consultation so that the HRWG works on them.</p> <p>Announcement made MC & MB to be part of Task Force to oversee development of simplified FPIC guide for ISH</p>
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4.		<p>Update report on HRD sub-group</p> <ul style="list-style-type: none"> ● HRD requirements now in P&C but do companies think it is clear enough? Greater clarification needed on how companies need to implement this ● Various NGOs have made efforts to activate HRD but these requests were not processed to the IMU and the HRD process was not activated. Some reluctance has been observed from HRD NGOs in various countries to join the roster. HRWG requested if they could have a look at the ToR for Partner NGOs to tweak the requirement ● This matter was raised by FPP with COO on issues not addressed since August 2019 ● The review of the effectiveness of the new policy is now due ● TOR for review can be done by the end of this week by members of the HRWG. 	<p>Secretariat needs to give a report on HRD by end of January 2020</p>
5.	Governance Review Update	<ul style="list-style-type: none"> ● Board has agreed to come out with four SCs (SHSC, ASC, SSC, Financial SC) next meeting to be held in the RSPO Indonesia office to decide on structure ● HRWG will be parked under SSC, ASC will look at the implementation. ● Decision was made at the governance review stage that there will not be a separate Labour WG and HRWG ● Proposal that HRWG be put under “interpret and adapt” of the SSC and not be split up (just for administrative purposes) but input will be put into all the different sections 	<p>Kuan Yee to channel HRWG proposals on governance to the Board this through to the Board</p>
6.	DLW	<ul style="list-style-type: none"> ● Secretariat to be developing benchmarks and to have them in at least 18 months, in the absence of this, members will pay at least minimum wages and start assessing their current PW 	<p>Secretariat to update the progress of benchmarking for the various regions</p>

		<ul style="list-style-type: none"> • Audits will be done on minimum wages and how the companies are assessing their PW 	
7.	Gender Practical Guidance	<ul style="list-style-type: none"> • Gender equality aspects introduced in P&C • The HRWG cannot work on the guidance because there is no capacity • Secretariat has drafted TOR, comments have been received from members on the scope and shared with all members of the WG. • Does the guidance stick to the standard or encourage companies to go beyond the standard, given that many gender issues were not included in the standard? • From experiences with development of FPIC Guidance, it was learned that Growers and CB wants to know what they have to do and how to meet and assess the standards. • The documents should provide clear steps on what to do, how to verify, how to get there and how to make use of best practices and improve • The guidance needs to make a business case, the consultant should be able to put this together • Start thinking of how to transform this from content to training model • Consultancy should be finalised by April 2020 • One main document to be done, then testing and after that region or country specific documents can be developed 	<p>Secretariat to include discussion points into ToR and recirculate the same</p> <p>WG should sign off on TOR two weeks from today.</p>
8.	AOB	<ul style="list-style-type: none"> • Hukatan has expressed interest to be a member and this is welcomed by the HRWG. Request that formalities are followed. • Hukatan has finished research with Indonesian Palm Oil Association (GAPKI), some findings are that there are sanitation issues, issues with food, sexual harassment women working as a group and bringing knives to protect themselves against animals and sexual 	<p>Hukatan to send in application to WG under social NGO</p>

		<p>harassment, talks with Wilmar to bring portable toilets, talks going on to see specific types of jobs that can be done after pregnancy.</p> <ul style="list-style-type: none"> ● Research results need to be provided so that growers can put these into SOP ● Looking into pairing husband and wife together in team where possible to do work ● A number of companies have started to undertake measures to address gender issues: Wilmar has piloted with the establishment of a gender committee, APINDO, the Employers Association of Indonesia has promoted a tool for women workers, as developed by Plan International, and Sinar Mas has undertaken training on gender equality. ● Guatemala study done by Oxfam on five palm oil companies, results to be shared. Interesting aspects and scoring of 5 companies of which 2 RSPO members against following criteria: environmental, labour, gender, accountability and human rights defenders. ● Africa needs to be classified as risky with respect to human rights, there was a killing related to an RSPO member company in DRC Congo. ● LATAM especially Central America and areas of Africa need to be 'under risk areas' 	
9.	Closing	Next meeting to be announced after Governance update	