

Minutes of the 4th Labour Task Force Meeting
17th September 2018
Mercure Convention Centre Ancol, Jakarta + Webinar Call

Attendance: Name	Organisation	Status
Secretariat: 1. Kamini Visvananthan (KV) 2. Prasad Vijaya Segaran (PVS)	RSPO Secretariat RSPO Secretariat	
Members: 3. Daryll Delgado (DD) 4. Hotler Parsaoran (HP) 5. Madeline Brassler (MB) 6. Sandhi Elok (SE) 7. Ruben E.S. Siregar (RS) 8. Sharyn Shufiyah (SS) 9. Carolyn Lim (CL) 10. Nasuha Thaha (NT) 11. Rachel Cowburn-Walden (RCW)	Verite Sawit Watch Oxfam Verite OPPUK Wild Asia Musim Mas Cargill Unilever	Webinar Webinar Webinar

No.	Description	Main Discussion Points	Action Items	Progress Updates
17 th September 2018				
1.	Discussion before starting the meeting	- Status review since meeting on 02.05.2018: <ul style="list-style-type: none"> • Sustainability College (SS) • Social Auditing Protocol (DD/KV) • Roadmap Review for LTF in meeting its objectives (workshop outcome) (DD) 		

		<ul style="list-style-type: none"> • Reports to be made on planned activities and deliverables for the remainder of the LTF mandate. • Quick review of roles. • Level of participation from existing LTF members • LATAM participation 		
2.	Status Review on Labour Task Force Progress	<ul style="list-style-type: none"> - DD conducted a status review of LTF activities - LTF Workshop: <ul style="list-style-type: none"> • TOR's were reviewed to ensure relevance to the Theory of Change • Objectives & deliverables were also reviewed to ensure that it is more actionable and measurable - Kristian Jespersen study has not yet begun; study is similar to the Labour Study in Indonesia but the focus is more related to LTF objectives - Follow up audit training to be conducted for shadow trainees to: <ul style="list-style-type: none"> • Provide coaching on conducting proper audits • Report writing and analysis • Update & upgrade them on P & C's and new indicators - Learning Agenda topics: e.g. Onsite management of workers, living wage, FOA, non-discrimination, etc. - Training of Trainers to be conducted within the Secretariat so that the same voice is spoken across the organisation <p>Sustainability College (SC)</p> <ul style="list-style-type: none"> - LTF committed to provide learning tools for sustainability college - Social Accountability Modules: 	<p>KV to discuss with Consultants who have developed the TOC's:</p> <ul style="list-style-type: none"> - to gauge the status of the LTF; - to determine indicators; - to make it more actionable and measurable <p>The LTF is expected to review and provide input on the protocol and to organise a smaller group to look closely at ASI's output and provide feedback. Technical skills are needed for the deliverable.</p>	<p>Completed activities to date:</p> <ul style="list-style-type: none"> - Training of trainers - Training for auditors <p>Ongoing activities:</p> <ul style="list-style-type: none"> - ASI's social auditing protocol - Indonesian members have shared the training agenda with their growers

		<ul style="list-style-type: none"> • Wild Asia & Verite to look into the modules related to implementation of system and processes to ensure compliance with P & C social indicators • E.g. of modules – Respecting Labour Rights (beginner) • To look at sustainability in the context of RSPO; implementing system and process in order to able to achieve social indicators in the P&C • Different levels available for the modules; beginner, intermediate and advanced • Languages to be translated into; B.Melayu, Spanish and French <p>- Purpose of the modules:</p> <ul style="list-style-type: none"> • Support new indicators for the new P & C • Prepare the stakeholders <p>- Website for Labour is in its developing stage</p> <p>- Considerations of whether Labour Study is to be presented to the P & C Task Force</p> <p>- Current resources available to the LTF and can it leverage off roadshows which aren't maximised</p> <p>- Suggestion:</p> <ul style="list-style-type: none"> • To get members who are growers to present case studies of the Task Force members • to provide short videos, explaining the importance for shared responsibility and the respect for labour issues (Secretariat will provide the script, content and resources via the Outreach & Engagement department) <p>- Progress report:</p> <ul style="list-style-type: none"> • One company wants to represent Latin America in LTF; To make sure that the person has commitment, skill and if the company has representation in their country 	<p>Decision will be made. Criteria will be based on a company which can</p>	
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3.	Decent Living Wage discussion	<ul style="list-style-type: none"> - Summary of the decent living wage study presented - Discussion on how to make the findings of the study relatable to the P & C - The current draft states that ‘a decent living wage shall be paid to all workers’ whilst the P & C TF has been informed that the Anker Methodology shall be implemented; guidance and implementation is still required - A team of technical consultants need to be contacted based on: <ul style="list-style-type: none"> • Geography, preferably those accredited with GLWC and ISEAL, who have the technical expertise on how to establish the rate of living wage who will receive direction from the Labour Task Force • Ability to develop an implementation process - Notes from discussion with GLWC: 	<p>Decision needs to be made on whether the P & C Task Force takes over or whether the ownership belongs to the Labour Task Force.</p>	

		<ul style="list-style-type: none"> • How do we use it for useful guidance for the P & C • To look for a person who is accredited by GLWC and to procure their services • Poverty line analysis needs to be conducted and compare it to the minimum wage and to develop a proxy to determine the benchmark • Need to decide who is going to implement it, P & C TF/ LTF? • RSPO to have a realistic timeline to close the gap, wage ladders and RSPO developing target <ul style="list-style-type: none"> - Preliminary process; multi stakeholder consultation needs to be held and representation needs to be made from small, medium and large companies - SEIA would promote methods and identify who the stakeholders are - Implementation; the Secretariat needs to have a realistic timeline to close the gap between prevailing income and decent living wage and to develop guidelines on the benefits of the implementation - Suggestions for P & C 6.2: <ul style="list-style-type: none"> • To change ‘Pay and conditions for employees and for contract workers to always meet at least legal or minimum standards and are sufficient to provide decent living wages’ to ‘achieving decent living wages’ • It will not be applicable to Indonesian standards as companies would pay minimum wage, therefore the word ‘minimum standards’ should be there • To craft an indicator as a result rather than a process as it is difficult to audit the process - A credible methodology needs to be taken into consideration regarding Decent Living Wage as a baseline study has not been conducted and companies may already be meeting the standard - Decision by consensus was made to keep the criteria as it is. 		
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4.	Action Plan on the findings and recommendations of the Labour Study in Indonesia	<ul style="list-style-type: none"> - KV presented a slideshow on the list of recommendations, action taken and progress on the Labour Study in Indonesia <i>(Slides were shared beforehand with members for a more productive discussion)</i> - Action plan and implementation of recommendations and suggestions 		
5.	RT 16 Plenary	<ul style="list-style-type: none"> - The suggestions for the plenary were as follows: <ul style="list-style-type: none"> Style : Debate style Moderator(s) : BFM, Edge Potential Panelists: Unilever, Nestle, MARS, Google, Nielsen, Mewah Group - Issues to address: Fair labour and the impact it has on the community, business and people - The objectives for this plenary session would be: <ul style="list-style-type: none"> i. Equal responsibility for all actors ii. Supply Chain uptake of environmental and social issues iii. Credibility of Membership – beyond greenwashing 	<p>SS to provide contacts for BFM. KV to check the availability of the rest of the speakers and panellists.</p> <p>KV to forward LTF presentation to all LTF members.</p>	
	Closing	Next LTF Meeting is scheduled (tentatively) in January 2019 at Kuala Lumpur		