

Minutes for BOARD OF GOVERNORS MEETING 04-15

Date: 16th & 20st November 2015

Start Time: 9am (16/11), 9am (20/11)

Venue: Shangri-La Hotel (Kuala Lumpur)

Attendance	
BoG Members and Alternates UNILEVER - Biswaranjan Sen (BW) – Co-Chair MPOA - Carl Bek Nielsen (CBN) – Co-Chair : *(1) WWF – Adam Harrison (AH) GOODHOPE – Edi Suhardi (ES) : *(1) AAK – Tim Stephenson (TS) BOTHENDS - Paul Wolvekamp (PW) CONSERVATION INTL – John Buchanan (JB) *(1) FAUNA & FLORA INTERNATIONAL – Darmawan Liswanto (DL) FGVHB – S. Palaniappan (SP) FELDA – Norazam bin Abdul Hameed (NA) : *(5) HSBC – Ian Hay (IH) IOI – Ben Vreeburg (BV) IOI– Yeo Lee Nya (YLN) MARKS & SPENCER – Fiona Wheatley (FW) MONDELEZ – Jonathan Horrell (JH) : *(1) MPOA – Dr. Ruslan Bin Abdullah (RA) OLAM – Audrey Lee (AL) OXFAM – Johan Verburg (JV) OXFAM – Taufiqul Mujib (TM) RABOBANK – Geraldine Lim (GL) : *(1) RABOBANK – Thomas Ursem (TU) RPOG – Belinda Howell (BH) UNIVANICH – John Clendon (JC) MUSIM MAS – Dr. Gan Lian Tiong (GLT) : *(2 & 3) SIPEF – Olivier Tichit (OT) VERITE ASIA – Daryll Delgado (DD) WRI – Anne Rosenbarger (AR) *(2) ZSL – Leonie Lawrence (LL)	With Apologies AAK – Martin Craven (MC) AGROPALMA – Marcello Brito (MB) HSBC – John Laidlow (JL) MONDELEZ - Sridhar V. (SV) AHOLD – Hugo Byrnes (HB) <u>RSPO Advisors</u> Prof. Bungaran Saragih (BS) MR Chandran (MRC) : *(4) <u>Secretariat Staff</u> Darrel Webber (DW) Tiur Rumondang (TR) Patrick Chia (PC) Salahudin Yaacob (SY) Stefano Savi (SS) Sanath Kumar (SK) Cheri Woo (CW) <u>Other Invited Guest</u> RIDGE TO REEF – Holly Jonas (HJ) : *(5) ASI – Lloyd Bryce (LB) : *(5) RSPO NEXT CONSULTANT – Liza Murphy (LM) Note - * 1 - Attended only on the 16 th November 2015 2 - Attended only on the 20 th November 2015 3 - Attendance up to 12PM on the 16 th November 2015 4 - Attended only after 12PM on the 16 th November 2015 5 - Attendance up to 12PM on the 20 th November 2015 6 - Attended only after 12PM on the 20 th November 2015

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Item	Description	Focal Point
<p>1.0</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Introduction</p> <p>RSPO Antitrust Laws. There will be no discussion on any commercial aspect of the trade in palm oil on premiums, volumes, individual suppliers, individual customers, etc.</p> <p>RSPO BoG consensus based decision making. The BoG was reminded that they try to reach/make decision by consensus which is the absence of sustained opposition.</p> <p>Election of Office Bearers: The following persons have been re-elected as office bearers for RSPO in the Board of Governors:</p> <ul style="list-style-type: none"> ● Co-Chairman: Biswaranjan Sen and Carl Bek Nielsen ● Vice President I: Adam Harrison (NGO sector) ● Vice President II: Edi Suhardi (Indonesian Caucus) ● Vice President III: Marcello Brito (Rest of the World) ● Treasurer: Tim Stephenson <p>New Board Members</p> <ul style="list-style-type: none"> ● S. Palaniappan: Smallholder representative ● Anne Rosenbarger: Newly elected board representative for eNGO <p>Approval of Minutes of previous meeting BoG 02-15 and BoG 03-15 Minutes have been approved.</p>	<p></p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p>
<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>RSPO NEXT</p> <p>Premature for endorsement as it is not completed. Hence, will not endorse the document.</p> <p>CBN emphasized on the spirit of commensurate effort between the growers and the buyers which was of cardinal importance and without which the MPOA supported by other growers would not be in a position to support the RSPO NEXT initiative.</p> <p>SP raised his concern about RSPO NEXT initiative as it appears to be of a different standard, in perspective. He accentuated that RSPO NEXT should be made known that it is a voluntary effort hence smallholders would not be side-lined.</p> <p>There are two conflicting points in RSPO NEXT:</p> <p>i) RSPO failed on addressing carbon stock and peat and this should be in the P&C.</p>	<p></p> <p>CBN</p> <p></p> <p></p> <p>JH</p>

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	<p>ii) He feels that the existing RSPO P&C is complex and out of reach of the independent growers. Need to find a resolution to this conflict and need to simplify the standards for SH into a few A4 size pages (which is workable for a smallholder level).</p> <p>2.5 We should to be cautious on how to present Next as the perceptions given, wordings and implications given are not clear.</p> <p>2.6 Funding mechanism for SH must be made available to avoid smallholders being marginalised.</p> <p>2.7 We need to provide clear definition on HCS and also raise credible verification (HCV assessors, CBs, ASI) on top of any new indicators.</p> <p>Decision :</p> <p>It was decided to take further discussion in a side meeting later in the afternoon. This meeting and subsequent meetings were held through the week.</p> <p>On Wed afternoon (18 Nov 2015) the BOG members in attendance agreed to accept the content and on a proposal for application guidelines.</p> <p>The questions of legality of application of some of the details regarding management of credit trading and development of forecasting reports are currently being reviewed by a law firm with expertise in Anti-Trust legislation in the EU and Globally. They have indicated preliminarily that they see no problems in our proposed model of minimum price for credits, non-transferability of claims associated with credits and development of forecasting reports.</p> <p>Timeline - Publication of RSPO NEXT documents 31 January 2016.</p>	<p>JC</p> <p>SP</p> <p>BW</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Endorsement of Updated New Plantings Procedure (NPP)</p> <p>The Secretariat recommends that the updated NPP document is endorsed by the BoG with the date for adoption set for <u>1st Jan 2016</u>. The Secretariat recommends a grace period of 6 months for full implementation. This means that companies are encouraged to use the updated NPP from 1st Jan 2016 onwards. However, full compliance becomes mandatory as of <u>1st July 2016</u>.</p> <p>JC pointed out that Principle No. 7 needs to be reassessed in the next P&C review, specifically on land/crop conversion.</p> <p>AH has requested for the rule of < [less than] 500 ha’s requirement not only include the internal assessment but also the assessment for HCV by ALS assessor.</p> <p>Decision:</p>	<p>SY</p> <p>JC</p> <p>AH</p>

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	NPP document was endorsed with the amendment as suggested by AH which is stated in item 3.3.	SY
4.0	Sanctions for non-submission of NPP	
4.1	<p>The Secretariat proposes that sanctions be imposed on non-submitter of NPP, whereby the management unit (without the NPP) will not be able to trade CSPO for a duration of three years from initial certification. This is provided that the management unit concerned has met all the requirements of Principle 7 for responsible development of new plantings.</p> <p>This sanction comes into effect immediately and will be applied retrospectively.</p> <p>If the company is also found to have not complied with Principle 7 such as</p> <ul style="list-style-type: none"> i) Failure to conduct social and environmental impact assessment ii) Failure to conduct HCV assessment iii) Failure to identify and estimate the carbon stock of the propose area. <p>Then the membership of the company will be suspended with the possibility of termination pending the decision by the Complaints Panel who may seek advice from RSPO Compensation Panel (In the event of item ii)</p> <p>Decision:</p> <p>Proposed sanction on NPP non-submitters and the procedure for suspension/ termination are approved. Applicable only to large companies and scheme smallholders. Independent smallholders will be dealt with separately through the new smallholders' strategy.</p>	SY
5.0	Minimum threshold area for application of NPP	
5.1	<p>The New Planting Procedures, which support the implementation of Principle 7 cannot provide any exclusions to the requirement that all new development is subjected to the conduct of SEIA, HCV, FPIC and HCS.</p> <p>This requirement will also apply to smallholders. However, it should be noted that:</p> <ul style="list-style-type: none"> a) Smallholders will be conducting internal assessments instead of independent 3rd party assessments b) Smallholders will be provided with specific guidance on how to conduct these HCV, HCS, FPIC and SEIA assessments. <p>Decision:</p> <p>The board endorses the proposal to only apply for large companies and scheme smallholders. Independent smallholders will be dealt with separately.</p>	

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<p>6.0</p> <p>6.1</p>	<p>Endorsement of RSPO Remediation and Compensation Procedures Related to Land Clearance without Prior HCV Assessment (RaCP)</p> <p>Anne Rosenbarger and Olivier Titchit (Co-chairs) of the Compensation Task Force (CTF) have briefed the board on the progress achieved with the Remediation & Compensation Procedures (RaCP).</p> <p>In summary</p> <ul style="list-style-type: none"> · Stage implementation of the draft RaCP have ended in May 2015 · Revised draft procedures were produced and put through 60 day public consultation · F2F public workshop conducted <p>The new draft contains clearer sections on Land Use Change Analysis (LUCA), social liabilities as well as designing on compensatory biodiversity projects. Importantly, the matrix for calculating liability has been updated.</p> <p>The CTF would like to inform that the TF has reached consensus on this document. The consultant will put a final audit to the draft as well as develop several annexes. The CTF requested the Board to endorse its contents.</p>	<p>AR,OT</p>
<p>6.2</p>	<p>WWF raised concerns about the RaCP – specifically that half of clearance without a prior HCV assessment to date would require no additional conservation compensation and that palm oil from land that had been cleared against the P&C standard would still be sold as CSPO after compensation. For these and other reasons WWF has concerns about the effectiveness and credibility of the procedure. However WWF does not want to prevent progress so will abstain from this decision and proposes that the RSPO monitor and review this scheme after 2 years to determine its effectiveness in:</p> <ul style="list-style-type: none"> ● Preventing members from further clearing of land without HCV assessment(s) and ● Disincentivizing non-members of clearing in the future and paying compensation. ● Monitor the quality of conservation projects coming forward on whether they are sufficient to deliver compensation required both social & environmental and conservation ones, ● Examine the credibility of RSPO/CSPO, on whether it has been weakened by this measure ● Monitoring whether the conservation liability of USD2500 per hectare, is working or not, as a lot has been shared and many are concerned about that. 	<p>AH</p>

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	<p>Decision:</p> <p>The document was endorsed and would be reviewed within 2 years. BHCVWG to continue to be involved in monitoring its implementation.</p>	
7.0	<p>Endorsement of the RSPO Management System Requirements and Guidance for Group Certification of FFB Production draft document, as replacement to the RSPO Group Certification Standards and other smallholders related certification document.</p>	
7.1	<p>WWF object to this draft standard and questioned why scheme smallholders and outgrowers were lumped together under the same standard.</p>	AH
7.2	<p>The document was not translated to Thai and there is no evidence that the Thai stakeholder was adequately consulted.</p> <p>Decision: The draft document was not approved. This matter would be discussed among a few selected Board members (Adam, Palani, John C, Olivier, Audrey Lee, an Indonesian representative and also a representative from Latin American grower) to address all concerns raised.</p>	JC
8.0	<p>IT Platform – Proposed New Business Rules</p> <p>SY briefed everyone of the new proposed business rules as seen below:</p>	
8.1	<p><u>New business rules</u></p> <ol style="list-style-type: none"> 1. Companies that only buy RSPO credits must also become a member of RSPO mainly because the companies should commit to the Code of Conduct and comply with the rules on communication and claims on credits. However, we should have a separate membership category with reduced fees to stimulate companies to start their transition to sustainable palm oil. 2. Sellers of credits can sell throughout their P&C certificate year. They cannot offer credits once their annual license has expired and credits cannot be carried over to the next license period. Credits will therefore be available throughout the year for buyers to compensate their palm oil use at their desired time. 3. In the new system, buyers of credits cannot sell credits. RSPO does not allow commercial trade of credits by other parties than palm oil producers. Manufacturers are advised to purchase credits after the exact calculations for coverage have been done. 4. Sellers of credits can buy credits under restrictions: for example overselling as a result of bad harvest, or a sudden unexpected demand for physical oil. This is only possible after approval of RSPO secretariat. 5. For transparency in the credit trade there are two options; open and anonymous trade on the platform. The T&T will discuss these options in the next meeting. In both cases, the name of the seller will be given 	

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	<p>to the buyer after the trade has been made to meet the requirements of resolution 6f. Off Market Deals (MD) can also be made.</p> <ol style="list-style-type: none"> 6. UTZ will charge users a volume based fee which is built up of an UTZ component and an RSPO component. UTZ is exploring their capabilities for setting up a clearing house. 7. The seller of PO credits will be the mill; the seller of the PKO and PKE credits will be the crusher. This follows the logic of the physical trade. It should also increase the availability of MB and SG PKO in the market. The proposal is to keep things the same for independent smallholders, they can sell PO, PKO, and PKE credits. These are relatively low volumes and incentives to smallholders are crucial as these have weak business cases for RSPO certification. 8. A minimum price is proposed for the credits to prevent dump prices and incentivise growers (as explained in the Decision Paper entitled New IT Trading Platform – Credit Trading [Agenda Item No. 4.7:16-20 Nov 2015]). A positive side effect will be that the difference between credits and physical supply of MB material will be reduced which stimulates the growth of physical trades. 9. Reporting of physical trades in the IT system is mandatory for all mills/traders/refiners, details will be discussed in the T&T. 10. A list of non-certified mills will be built in the system so that the origin of MB material can be reported to customers. 11. The audit reports for P&C certification will be fully integrated in the new IT system. There will be no separate report any more. This will facilitate a much better statistical analysis of all kind of data. <p>Decision:</p> <p>Proposed new business rules are endorsed. It will be one platform with RSPO branding. T&T may proceed to develop the system on the proposed premises.</p>	<p>SY</p>
<p>9.0</p>	<p>IT Platform – RSPO Credit Trading</p> <ol style="list-style-type: none"> 9.1 It is proposed that a committee be formed to build the framework guidelines as inputs that needs to be factored in determining the minimum price a minimum floor price of certificates for certificate trading, on an annual basis. 9.2 JC does not agree with idea of a committee setting up the minimum floor price for the certificates as it is deemed to be not following the direction of market forces. 9.3 DW proposes that the board should review and reserve the possibility of removing the minimum price limit, if it is not workable at the end of the first year. DW's suggestion was seconded by PW. 	<p>DW/SY</p> <p>JC</p> <p>DW</p>

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	<p>Decision:</p> <p>Agreed with the formation of WG to work on the base price for credit rules. The WG will need to develop framework and elements guidelines as inputs that needs to be factored in determining the minimum price. The guidelines need to have prior endorsement by the BoG.</p> <p>The BoG would review the progress of the minimum price limit at the end of one year and reserves the right to remove it, if it is not feasible.</p>	
<p>10.0</p> <p>10.1</p> <p>10.1.1</p>	<p>Finance and Administration</p> <p>Finance Update</p> <p>Report from Treasurer</p> <p>TS presented on the financials for the year ended 30 June 2015 and Budgets for the financial year 2016. Key highlights are as follows:</p> <ul style="list-style-type: none"> i) Income continues to be high and cost lower than expected, with substantial cash balances. The effects of foreign exchange were significant during the year which partly contribute to the higher income towards the end of the financial year, as well as actual increases in membership and CSPO trade, resulting in Subscription and Contribution from CSPO trade being higher than expected during the financial year. ii) The total impact on foreign exchange translation was an unrealised gain of RM1.5 million. Total operating costs for the year (excluding the foreign exchange gain RM1.5 million) was RM10.5 million. iii) Operating surplus for the financial year amounts to RM13.7 million before allocation to Smallholders Fund. A transfer of RM2.1 million and RM10 million were made to the Smallholders Fund and Special Projects Fund. iv) Cash balances has increased to RM36.6 million as at the year end, and Other Receivables have also increased mainly from trading of CSPO in UTZ and GreenPalm, relating to 2 months of trade which have subsequently been paid after the year end. Subscription Due was at RM2.8 million due to increase in subscription income and an increase in overdue fees. The Secretariat is working to reduce overdue subscriptions, by implementing automated email payment requests and with support from more people in Membership and Finance Divisions, and the subsequent potential suspension or termination of members. v) Members' Fund as at the year end was RM15.3 million, Smallholders' Fund at RM13.1 million and Special Projects at RM10 million (RM1.2 million have been spent for the SENsOR project in September 2015) 	<p>TS</p>

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<p>10.1.2</p>	<p>vi) Smallholders' Fund disbursements during the year was RM581,000 and total commitments approved or conditionally approved amounted to RM3.2 million. Available fund is substantial and it appears that uptake of the fund is still relatively slow.</p> <p>vii) Overview of the Budget for FY2016 as follows:</p> <ul style="list-style-type: none"> ● Expecting operating surplus of RM4.4 million ● Income is expected to increase to RM37.5 million. Q1 FY2016 is showing income to be ahead of budget. ● Large increase in operating costs to RM15.3 million driven largely by the planned increase in number of people to be employed in the Secretariat. ● Project costs are projected to double compare to actual amounting to RM17.8 million with large spending planned for in Communications and Technical. <p>Income is continuously increasing and RSPO are not using the funds fast enough. Resolved to identify more special projects to fund; invest more in promotion of RSPO/CSPO, rather than lower the income.</p> <p>Results of Q1 FY 2016</p> <p>PC reported on the results for Q1 FY2016 with the following key points:</p> <p>i) Operating surplus was RM10.4 million for the period with income amounting to RM12.3 million, operating cost at RM2.2 million (excluding foreign exchange gain of RM2.9 million) and project costs at RM2.5 million. BW suggested to show foreign exchange gain or loss as a separate line item in future presentation.</p> <p>ii) Income for the period include Subscription Fees of RM3 million and contribution from sustainable palm oil trade of RM7.5 million, both well ahead of budget. Membership numbers continue to increase significantly and there were 2,467 members as at 30 September 2015, with 1,236 Ordinary members, 108 Affiliates and 1,123 Associate members.</p> <p>iii) Contributions from CSPO trade in Q1 was RM7.5 million (Q1 FY2015: RM4.7 million), which was a large YoY increase compared to Q1 FY2015 as a result of increased volume particularly in UTZ of 744,000 MT (Q1 FY2015: 542,000 MT) and the continuing depreciation of the Ringgit.</p> <p>iv) Operating cost for the period amounting to RM2.2 million include mainly staff costs which appear low compared to budget as new staff only commenced work at the end of Q1. More staff hires are expected in Q2 as well as in the second half of the financial year. Project costs for the period amounted to RM2.6 million and is well below budget.</p> <p>v) Subscriptions Due of RM3.4 million as at 30 September 2015 representing membership renewals has increased since the financial year end and is in line with subscription income increase during the</p>	<p>PC</p>
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	<p>period. Other Receivables which mainly relates to UTZ and B&C balances represents 2 months of contribution due.</p> <p>vi) Cash balances as at 30 September 2015 totalling RM44.2 million comprise cash in various currency of USD3.4 million, EUR2.1 million and RM19.4 million (include RM17.8 million placed in term deposits)</p>	
10.2	<p>Policy on Cash Balance</p> <p>TS informed that the proposal for a policy for maintaining cash balances will not be discussed for this Board meeting as the Finance Committee will need to deliberately more to arrive at a more appropriate policy.</p>	TS
10.3	<p>HR Related Matters - Staff Movements</p> <p>The Secretariat has 37 staff as at the year end and based on the proposed reorganisation of the Secretariat, the total headcount has been budgeted to be at 63 by the end of the current financial year.</p> <p>During the Q1 period, there were 2 new hires in KL Office, 2 in Indonesia RRO, and one each in China and India. Recruitment process is ongoing and the Secretariat is looking to fill 13 positions in KL Office, one more in Indonesia, 2 in Europe and 2 in Latin America (subject to completion of establishing a branch office in Colombia).</p>	PC
11.0	<p>FPIC Guide for RSPO Members (2015)</p>	
11.1	<p>SK presented on the revised FPIC Guide for RSPO Members (2015) and requested for the Board to endorse the document.</p> <p>Decision: The revised FPIC Guide for RSPO members (2015) was endorsed.</p>	SK
12.0	<p>Resolution 6G - GA11 Transparency in plantation concession boundaries (concession map submission) discussion by BoG on the recommendations by the Advisory Team</p>	
12.1	<p>MPOA - RSPO members will need to comply to the request of maps submission after the Malaysian Cabinet approval is obtained, which is liable under the Malaysian Official Secrets Act 1972.</p>	RA
12.2	<p>Malaysia : Only the boundary files will be submitted as this may include sensitive information that are related to National Security. The publication of boundary concession maps in Malaysia may be subject to some restriction imposed by a government Circular. Need to get a proper consultation with the Ministry through the Mapping & Survey department to inform them about the RSPO's full request of this implementation and also to address their concern.</p>	SK

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<p>12.3</p>	<p>Indonesia : ES representing the Indonesian growers voiced his objection to the publishing and submission of maps until an official statement is received from the Government of Indonesia to revoke the letter from the Director General of Plantations, Ministry of Agriculture.</p> <p>However DW explained that based on the legal review findings, the law does not prohibit Indonesian land owners the right to share maps with anyone.</p> <p>Final deadline for maps to be submitted to the Secretariat - 31 March 2016.</p> <p>Decision:</p> <p>Members irrespective of certified or not certified must submit maps to the RSPO.</p> <p>All maps would be published not in a downloadable format but only for display; except for Malaysia - where RSPO will archive and not publish the maps.</p>	<p>ES</p> <p>DW</p> <p>BS/DW</p>
<p>13.0</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p>	<p>Presentation on draft integrated Complaints Procedure – by Holly Jonas</p> <p>The biggest issue encountered during this process was the number of gaps, loopholes and inconsistencies within the Complaints System components and between the Complaints System and other RSPO procedures and standards. Most if not all of these issues are addressed in the revised Integrated Complaints System procedures.</p> <p>The proposed 'complaints clearinghouse' detailed in the procedures provides a tracking system. ASI's Salesforce-based complaints management system may be a good example to consider adapting for RSPO to facilitate access to information.</p> <p>Having recognised capacity constraint for potential complainants, this procedure provides initial support in Section 1.7 on accessibility, Section 2.1.2 (ToR for RSPO Secretariat) and Section 3 on mechanisms (including facilitated bilateral engagement and mediation). The DSF Advisory Group has also expressed interest in assisting with providing capacity-building support and facilitated bilateral engagement before escalation to the Complaints Panel.</p> <p>Follow-up point from BW: Could perhaps have "councillors" to help pre-complaint.</p> <p>Follow-up point from AR: DSF is developing a network of mediators to help as well.</p> <p>In terms of DSF procedures, there were some technical loopholes review contains a number of specific recommendations concerning DSF and HJ</p>	<p>HJ</p> <p>HJ</p> <p>HJ</p> <p>HJ</p> <p>SK</p>

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	would be happy to liaise with the DSF staff and Advisory Group to discuss this further.	
13.6	The revised procedures would be catered for staff expansion covering Latin America and Africa.	JV
13.7	There are many platforms such as dashboards being developed by RSPO members, which is generally a good thing but could also be a drawback as everyone seems to be reinventing the wheel with complaints systems. RSPO needs to do outreach to help companies develop their complaints procedures. RSPO also needs to address non-retaliation and intimidation of community members and workers involved in audits. Unsure if this can be dealt with under the complaints system or elsewhere in RSPO.	DD
14.0	Update on draft Independent Appeal Mechanism for the Complaints System – by Lloyd Bryce (ASI)	
14.1	Appeal mechanism: i) Expansion of appeal mechanism illustrated in the current complaint flow chart ii) Result of resolution submitted at GA in 2013 iii) Draft are for public consultation now, ending 30 Nov 2015. iv) Implementation involve cost v) Parties involved – appellant; respondent, secretariat and appeal panels vi) Process – flowchart	LB
14.2	Key issues i) Ground for appeal ii) Independence framework for appeals panel iii) Costs (admin Fee – to lodge appeal & cost to be absorbed if the appellant loose)	LB
14.3	TS requested for an update on the number complaints and issues.	TS
14.4	IH requested for the complaints summary to be reinstated.	IH
15.0	Resolutions	
15.1	Smallholder (Resolution 6f)	
15.1.1	JV will define the work scope, ToR, remit and work with Secretariat, Olivier, Palaniappan, John Clendon, other co-signatories, to come out with a strategy.	JV
15.1.2	Key question is if certification is the one and only goal.	JV

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15.1.3	Biggest issue – does smallholders needs to be certified?	DW
15.2	Auditors competency (Resolution 6h)	
15.2.1	PW states that it is a very intensive task to gather resources on identifying loopholes etc. as it incorporates pricing / financial arrangement between companies and CBs. PW volunteered to take this off.	PW
15.2.2	DW accentuated that we have that many best practises within RSPO. ALS has been started by RSPO and now being used by other schemes as well. We will find a way to untangle this challenge.	DW
15.2.3	Need to look at other certification systems.	BW
15.2.4	BH highlighted that we need to look at the scope of audit, should it cover only P&C or should it also cover SCCS as well.	BH
15.2.5	ISEAL (a leadership group) are thinking of doing away with SCCS but based on volume balance.	DW
15.2.6	Verite and ASI working together and request for the Secretariat support.	DD
15.2.7	PW put emphasis on labour issue with a recommendation that RSPO form a Task Force (result oriented exercise) to tackle labour issues.	PW
15.2.8	We need to build a formal structure with union to manage engagement.	BW
15.2.9	HRWG have 4 sub unit/programme. The labour sub unit has produced a booklet on labour guidance.	JV
15.2.10	RSPO outreach programme was endorsed last year. PW suggest to work on it to administer the labour issue.	PW
15.2.11	In Peninsular Malaysia, we have a strong union but not Sabah and Sarawak. Asean Business Dialogue would having a discussion on labour today in Shangri-La. Their aim is to achieve a harmonised labour standard for agriculture, electrical electronics and other service sectors. MRC further suggest that the MAPA and NUPW agreement may be our guidelines for best practices.	MRC
15.3	Resolution 6g – ACOP Process ZSL will work with Secretariat to formulate a proposal.	
16.0	Communication Update:	
16.1	General Updates	SS
16.2	Measuring the influence of RSPO's digital media platform: i) Facebook - More than 100,000 likes ii) Twitter - More than 5000 followers iii) Linkedin - more than 1000 group members	

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	Measured a consistent increase in RSPO mentions and reputation across a set of key indicators.	
16.3	Progress Report on Regional activities:	
16.3.1	Asia Aim to spur more membership in Singapore, India and China	
16.3.1	Indonesia Awareness activities were conducted in Malls and RSPO trademark was labelled in one of the margarine products,	
16.3.2	Malaysia Created headlines in The Star (Local press) on RSPO's Sustainable Certification sustainable palm oil practises and activities.	
16.3.3	Singapore Support of Haze Campaign with WWF	
16.3.4	Thailand ASEAN Engaging activities in Thailand	
16.3.5	China Signed MoU with CQM, started implementation of works based on mou with CFNA	
16.3.6	India May conduct a small Round Table event in year 2016	
16.3.7	Europe Get members together to stimulate the network and changed the way we work in Northern Europe. Two new initiatives in Italy & Poland.	
16.4	Vacancy for RSPO Outreach NTFP Exchange Program, US outreach and Asean 9 (replacement)	
16.5	Working with Zoos Worked closely with Aza Association of Zoos & Aquariums conducting promotional & awareness activities in 9 Zoos displaying video & RSPO trademark. Another Australian Zoo would be applying for membership next month.	
16.6	ACOP Submission Termination and suspension done 2014/105 has an impact resulting in 68% submission in this year in comparison with 59% submission last year. A number of remote supply chain associates that are not aware of ACOP. FW questioned the relevance of the requirement for affiliate members to submit ACOP and requested for it not to be made a mandatory requirement	FW FW FW/BW

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	<p>as it does not provide any benefit to the ACOP reporting process. BW agreed to the need to relook at the ACOP to simplify the process and determine those who should mandatorily submit the ACOP.</p> <p>Following that, SS reminded that a change to this requirement would need the code of conduct to be amended through a resolution and approval by the GA.</p>	SS
16.7	GA Participation	
16.8	Participation at the GA has dropped with only 209 organisations participating at the GA this year in comparison with 217 participating at the GA in 2014. Need to have more committed members.	OT
16.9	Promote RSPO AH congratulated the good work done by the RSPO by the RSPO with WWF and Solidaridad, he further encourages other BoG members (from other sectors apart from the NGOs) to drive campaigns to promote RSPO and place RSPO's logo in their product.	AH
16.10	Digital Campaign Concept & messaging: i) to drive increase awareness of good palm oil & bad palm oil ii) palm oil is everywhere Timeline: Filming & finalisation by Feb 2016. This campaign will be launched in March 2016. After this, there would be an evaluation of that campaign in English speaking regions followed by Indonesia, India. Global push campaign.	SS
16.11	Statement on RSPO Supply Chain Models A statement has been produced to clarify the role of different supply chain models and is available on rspo website	SS
17.0	AOB	
17.1	Tiur Rumondang was introduced to all BoG members as RSPO's Indonesian Director.	
17.2	John Buchanan has retired and will be replaced by Anne Rosenbarger.	
17.3	Two resolutions were passed during the RSPO NEXT discussion. JC initiates to seek legal advice on whether it is legal to set a minimum price. There should be a response within 2 weeks from the email sent in regards to this matter.	JC
17.4	Publishing of the Maps The legal review was shared with the local authority (BPN) however we still have not received any written response from them.	SK

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<p>17.5</p>	<p>AH proposes to talk about the outcome of communication in decision making process pertaining to task force/working group/group of interest in the next BoG agenda. He finds that there is a large disconnection between the senior management of some of the members of the RSPO were saying and what their staff says when they come to the working group task force/development group. The outcome needs to be consistent and transparent on what and why we are saying and represent the true condition.</p> <p>BW agrees to the above and proposes that we need to commission a proper survey on the members' feedback (likes & dislikes) about RSPO's way of working via WG's and TF's. This needs to be done before March 2016 and brought up for discussion for the next meeting. He further reminds the team that we need to work with speed and at the same leverage expertise.</p>	<p>AH</p> <p>BW</p>
<p>17.6</p>	<p>Request for Donation by UNEP</p> <p>DW informed that he received a request from UNEP for urgent funds for use in rescuing and feeding of orang utans impacted by the forest fires and haze situation in Indonesia.</p> <p>TS expressed a concern that agreeing to donation to UNEP may result in other requests for donations. JB raised the issue on positioning and perception that if RSPO is contributing to help orang utans, then the RSPO may be questioned on how it is helping people suffering from the haze.</p> <p>It was proposed that the RSPO extend a donation of USD100,000 to UNEP.</p> <p>Decision: Proposal for the donation is approved.</p>	<p>DW</p> <p>TS/JB</p> <p>DW/BW</p> <p>DW</p>