

Summary of Seventeenth Technical SRWG Meeting

The seventeenth Shared Responsibility Working Group (SRWG) technical meeting (eighteenth teleconference meeting) was opened at 7.00PM (MYT), May 24, 2022 by the Secretariat.

The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged. The SRWG will review the meeting minutes from the previous meeting by the end of the week.

The Secretariat provided an overview of the action points from the previous SRWG meetings, and updated the SRWG on the status of each action point. An open announcement will be sent in June on the vacant positions within the SRWG. The SRWG physical meeting will be on October 18 and 19, 2022 in the Netherlands. The status of the key deliverables and the recap decision on uptake targets were presented to the SRWG.

A few questions were raised when the proposed CoC clause was presented to the SRWG. Feedbacks and suggestions were shared, and the Secretariat will review the clause again and share it with the signatories.

The timeline where the Verification Manual will go to the Public Consultation was shared with the SRWG. The 60-day public consultation will begin on May 30, 2022 until July 29, 2022. A series of webinars will be organised on June 7, 9 and 30 for all members. The Secretariat presented the final updates prior to the public consultation. Some members raised their concerns about the membership category. After several discussions, it is concluded that this section will not be included in the public consultation.

The Secretariat thanked everyone for attending the meeting, and looks forward to seeing everyone in the next meeting on July 12, 2022.

The meeting was closed at 8.30 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 17th Technical Meeting

Date: May 24, 2022 (Tuesday)

Time: 7.00 PM to 8.30 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Girish Deshpande (GD, P&G)2. Ilka Peterson (IP, WWF International)3. Harjinder Kler (HK, HUTAN)4. Catarina Vivalva (CV, BNP Paribas)5. Surina Binti Ismail (Sbl, MPOA)6. Mariama Diallo (MD, SIAT SA)7. Julian Walker-Palin (JWP, RPOG)8. Nursanna Marpaung (NM, HUKATAN) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Ben Waring (BW, Signature Brands, LLC)2. Lim Sian Choo (LSC, Bumitama)3. Joshua Lim (JL, Wilmar)4. Ben Vreeburg (BV, Bunge)5. Brian Lariche (Humana Child Aid Society, Sabah)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Inke van der Sluijs (IS)2. Lilian Garcia Lledo (LGL)3. Chung Yee Ling (CYL) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Joyce Van Wijk (JW)2. Imam Marzuq (IM)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u> The Secretariat welcomed the SRWG members to the meeting.</p> <p>The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting include:</p> <ol style="list-style-type: none"> 1. Welcome, Agenda 2. Approval of Meeting Minutes 3. RSPO Secretariat Updates <ul style="list-style-type: none"> o Action Points o RSPO Secretariat Updates o Status of Key Deliverables o Recap decisions from last SRWG 4. GA Resolution - Code of Conduct 5. Verification Manual 6. AOB and Next Meeting <p>The SRWG will review the last meeting minutes, and will share their feedback by the end of the week.</p>	<ol style="list-style-type: none"> 1. The SRWG will review the last meeting minutes, and will share their feedback by the end of the week.
2.0	<p><u>RSPO Secretariat Updates</u></p> <ol style="list-style-type: none"> 1. The Secretariat provided an overview of the action points from the previous SRWG meetings, and updated the SRWG on the status of each action point. <ul style="list-style-type: none"> o Prioritisation of incentive suggestions that can be executed earlier will be put on hold as there is only the recognition mechanism proposed at the moment. o The Secretariat will provide a comparison to the SRWG on the Implementation Manual and Verification Manual. o The Secretariat will analyse the data by region when the new assistant manager is available. 	<ol style="list-style-type: none"> 1. The Secretariat will provide further details on the physical meeting including the draft agenda.

	<ul style="list-style-type: none"> ○ The Secretariat will confirm the date for the physical SRWG meeting in October 2022 during the meeting. ○ The Secretariat will recap previous agreed clarifications around uptake targets during the meeting. ○ The Secretariat has shared the high-level summary and slide deck from the workshop with the SRWG. ○ The Secretariat is currently working with the Stakeholder Engagement team on the messaging on Mass Balance and how companies can support smallholder inclusion. ○ The Secretariat has shared the benchmarking exercise looking at other sustainability reporting initiatives with the SRWG. <p>2. Governance Updates:</p> <ul style="list-style-type: none"> ○ One co-chair position is available. There will be an open seats announcement on June 8, 2022 - three vacancies within the SRWG (B&I, Retailer, Smallholder). ○ The 4th European Sustainable Palm Oil Dialogues (SPOD) will be on October 20, 2022 in the Netherlands. ○ The SRWG physical meeting will be on October 18 and 19, 2022. Discussion topics include: the results of the public consultation on the verification manual, publication of SR performance reports, and RT SR awards ceremony. ○ The RT will be held during the week of November 28, 2022 at Shangri-La Hotel Kuala Lumpur. ○ The Secretariat proposed a part 2 SR workshop in order to align the expectations with the BoG. ○ ACOP 2021 submission has ended. ○ The Secretariat invites the SRWG to join the monthly EU members/ RSPO updates call; the main topics of the call include due diligence legislation to halt deforestation, Green deal, etc. ○ There will be SR campaigns created by the RSPO communication team based on a series of videos with basic information, i.e. background, overview of requirements, reporting tools, etc. Social media assets will help to create engaging messaging with the members. 	
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	<p>A Retailer member suggested conducting an open meeting/seminar around SPOD, where members are invited to a wider SR discussion/ forum in October. The Secretariat thanked the member for the suggestion and will prepare a draft on this matter, as well as the further details on the physical meeting in October. If this seminar is successful, it could be replicated around RT.</p> <p>3. The status of the key deliverables were shown to the SRWG:</p> <ul style="list-style-type: none"> ○ Guidance documents for each membership category are ongoing. ○ Technical documents for the verification manual will be discussed during the call. ○ The call will discuss the GA18 Resolution - 2b. ○ The Secretariat is currently working with the MEL team on the M&E framework. ○ Social media assets are currently being developed. ○ Webinar on SR for Chinese members was conducted, upcoming webinars for public consultation are scheduled and a webinar for African members has yet to be confirmed. ○ Quarterly eGazette article was published in April, and there will be an open seat announcement in June 2022. ○ Member engagement such as follow-up with the identified members based on the survey and policies and plans is currently ongoing. ○ Marketing/ outreach assets - introduction on SR factsheet is completed. <p>4. Recap decision on uptake targets:</p> <ul style="list-style-type: none"> ○ Decision 1: Uptake targets are annual and not cumulative. ○ Decision 2: Applicability of the targets for new members. ○ Decision 3: Public reporting on SR performance using membership profiles. ○ Decision 4: Members with uptake >95%. ○ Decision 5: Annual uptake target baseline. <p>A Grower representative requested a refresher meeting with the Secretariat as she just joined the SRWG recently. She will propose a time to the Secretariat separately.</p>	
3.0	<p><u>GA Resolution - CoC</u> The Secretariat presented the proposed clause:</p>	1. The Secretariat will review the CoC clause and

	<p>“In being committed towards the production, procurement and use of Sustainable Palm Oil (1), members to whom the P&C (2) do not apply directly shall adopt and implement environmental and social standards no lower than those set out in the P&C.”</p> <ol style="list-style-type: none"> 1. <i>Sustainable Palm Oil: Production, procurement and use of Sustainable Palm Oil involves all members of RSPO who are directly or indirectly involved in the production and consumption of sustainable palm oil.</i> 2. <i>P&C: Environmental and social standards shall focus on all the environmental and social issues identified in the P&C (refer to the latest RSPO P&C: https://rspo.org/resources/certification/rspo-principles-criteria-certification)</i> <p>A NGO member asked if the draft was shared with the signatories. The Secretariat clarified that the signatories are aware of the draft as it was shared with them via email. Some members questioned why the examples of the type of members who need to comply with this clause are not shown, and raised a concern on how strong ‘shall’ is. The Secretariat clarified that examples are not written explicitly as it may create confusion for members. It is also challenging to generate an exhaustive list of to comply with and members who are not listed might get the feeling it won’t apply to them. All members’ is inclusive and comprehensive. In communication around the updated clause the Secretariat will consider giving some examples. They also explained that ‘shall’ is used as a matter of consistency among the standards.</p> <p>A Retailer member suggested rephrasing the clause to include ‘whether directly or indirectly involved’. A Grower member questioned the consistency in the footnote (production, procurement, use, consumption). It is concluded that the Secretariat will review the clause again, to include ‘whether directly or indirectly involved’, and to ensure the clause is aligned in the footnote. They will share it with the signatories prior to sharing it with the SRWG. It is anticipated that the clause will be presented to the BoG in September 2022. Once the clause is endorsed, it will be included in all communication campaigns.</p>	<p>share it with the signatories.</p>
4.0	<u>Verification Manual</u>	

<p>The Secretariat presented the timeline when the Verification Manual will go to the Public Consultation. The 60-day public consultation will begin on May 30, 2022 until July 29, 2022. A series of webinars will be organised on June 7, 9 and 30 for stakeholders.</p> <p>The Secretariat presented the final updates on the latest version of the verification manual which will go to public consultation.</p> <p>A Grower member raised a concern about the switching of membership categories, where they will be considered as 'new' members to whom the SR uptake targets restart from the beginning. The Secretariat clarified that the category change process is not as easy as it sounds as the Membership Unit will review the member's request prior to changing the category. The decision also aligns with the Membership process, where a new membership number is issued (considered as a new member) when there is a change in the membership category. As this decision was made last year by the SRWG and the occurrence of this matter is rare, the Secretariat proposed to wait for the comments from the public consultation on this matter, and will revisit the scope after the public consultation period. A NGO member requested the Secretariat to share the number of occurrences prior to making a decision. Thus, it is agreed that the membership category will not be included in the Verification Manual for now.</p> <p>A Grower member and NGO member asked about the merger and acquisition process. The Secretariat explained that the process depends on the Membership process, where they will review the supporting documents prior to deciding if a new membership is required. The Secretariat proposed to wait for the comments from the public consultation on this matter, and will revisit the scope on mergers and acquisition after the consultation period. The SRWG agreed to have this shared for public consultation.</p> <p>Feedback from the upcoming public consultation is anticipated for the sampling methodology for the third party verification.</p> <p>The Secretariat proposed to remove the five examples of award/ recognition for RSPO members and include the awarding methodology which will be defined and socialised in due time. With</p>	<ol style="list-style-type: none"> 1. The description on what happens when members change their membership category will not be included in the Verification Manual for public consultation.
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	<p>regards to the SR performance report, the Secretariat is currently working with the Impacts team on the methodology on how to develop it.</p> <p>The Secretariat provided a quick recap on the draft concept for the verification process of SR requirements.</p>	
5.0	<p><u>Closing</u> The next SRWG meeting will be on July 12, at 4 pm (KL time).</p>	