

Summary of Seventh Technical SRWG Meeting

The seventh Shared Responsibility Working Group (SRWG) technical meeting (eighth teleconference meeting) was opened at 6PM (MYT), February 23, 2020 by the SRWG co-chair and was attended by the SRWG members, Secretariat staff and Technical Facilitators. The SRWG achieved 100% representation of all membership sectors during this meeting.

The Technical Facilitator congratulated the SRWG in reaching a consensus on the recommended uptake targets for Year 2. The BoG endorsed the SRWG recommendations: The P&T target is 2% points growth in CSPO uptake for each member in 2021, whilst the target for CGM/RT is 12% points growth for CSPO and 7% for CSPKO. It is important to note that CGM/RT should meet their uptake target by means of physical RSPO certified volumes in order to pull the supply chain. RSPO will work with the right competencies required to conduct a full analysis of how each CGM/RT meets their uptake target in terms of physical volumes and use of RSPO credits annually.

The objectives of the meeting included a shift to refocus on the quality aspects of SR, providing an update on the status of the technical documents and to review the progress and process from Year 1. As planned, the Technical Facilitator will wrap up their role as external facilitators at the end of March 2021. Ongoing has been taking place since 2020 Q4 for knowledge transfer. A solid workplan will be in place to ensure a smooth transition for the Secretariat's SR Unit leadership of the SRWG going forward.

The SRWG was briefed on the updates on the technical documents (Implementation Manual and verifiers), aligning with the RSPO Secretariat systems. Feedback and input will be a part of the homework for the SRWG. Despite the pandemic, the SRWG has achieved high participation and engagement during meetings. An anonymous survey will be sent out to the SRWG to gather feedback on the first-year review of the SRWG to identify strengths to build upon, weaknesses to address, as well as opportunities and challenges. The Technical Facilitators will summarise lessons learnt during the process. The summary and outcome from the upcoming survey will be included in the Year 1 review and where applicable, Year 2 workplan.

A high level workplan will be presented at the next SRWG meeting in March, with details to be developed by the Secretariat's SR Unit to align with other RSPO processes/timing (planning, public consultations, etc). The SR Unit will be working on the finalising of Implementation Manual and verifiers after the Technical Facilitators have collated the latest version in preparation for the public consultation.

The objective and audiences of the Communications Plan remain the same, and the Secretariat will be leading the activities planned. The SRWG Members are expected to be ambassadors of SR, together with the executives and directors of the Secretariat and the RSPO co-chairs. A Communications Subgroup may be formed in Year 2, with 3-4 SRWG Members to support the development and implementation of the Communications Plan.

The next SRWG Meeting will be on March 23, 2021. The co-chair thanked everyone for attending the meeting and looks forward to seeing everyone next month. The meeting was closed at 7.00 PM (MYT).

**MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 7th Technical Meeting**

Date: February 23, 2021 (Tuesday)

Time: 6 PM to 7 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. Natasha Schwarzbach (NS, PepsiCo) 3. Harjinder Kler (HK, HUTAN) 4. Lim Sian Choo (LSC, Bumitama) 5. Lee Kuan Yee (LKY, KLK) 6. Ian Orell (IO, Sime Darby/ NBPOL) 7. Joshua Lim (JL, Wilmar) 8. Miho Yamazaki (MY, AEON) 9. James Whitehead (JW, FPP) 10. Catarina Vivalva (CV, BNP Paribas) <p>Absent with Apologies</p> <ol style="list-style-type: none"> 1. Ilka Peterson (IP, WWF International) 2. Ben Vreeburg (BV, Bunge) 3. Julian Walker-Palin (JWP, RPOG) 4. Nursanna Marpaung (NM, HUKATAN) 5. Mariama Diallo (MD, SIAT SA) 	<p>Technical Facilitators</p> <ol style="list-style-type: none"> 1. Aimee Russillo (AR, LiSeed Consulting) 2. Bilge Daldeniz (BD, Proforest) 3. Claire Reboah (CR, Proforest) <p>RSPO Secretariat</p> <ol style="list-style-type: none"> 1. Lilian Garcia Lledo (LGL) 2. Chung Yee Ling (CYL) 3. Imam Marzuq (IM) 4. Yen Hun Sung (HS) <p>Absent with Apologies</p> <ol style="list-style-type: none"> 1. Inke van der Sluijs (IVDS)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u></p> <p>The SRWG co-chair welcomed the SRWG members to the meeting. The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The Technical Facilitator congratulated the SRWG in reaching a consensus on the recommended uptake targets for Year 2. The recommendations were included in the decision paper endorsed by the BoG: The P&T target is 2% points growth in CSPO uptake for each member in 2021, whilst the target for CGM/RT is 12% points growth for CSPO and 7% for CSPKO. It is important to note that CGM/RT should meet their uptake target by means of physical RSPO certified volumes in order to pull the supply chain. RSPO will work with the right competencies required to conduct a full analysis of how each CGM/RT member meets its uptake target in terms of physical volumes and use of RSPO credits annually.</p> <p>Additional points of recommendation highlighted include:</p> <ol style="list-style-type: none"> 1. Credits for smallholders and developing markets 2. Accurate demand data essential 3. Efforts must be made to increase demand in markets with low demand 4. Analysis of grower sales volumes linked to the demand analysis 5. No Incentives or Sanctions in 2021 for any SR requirements <p>The co-chair thanked everyone for their collaboration and effort during the process. She is happy that the SRWG has received a great result and is now ready to move forward with the work of other SR elements.</p> <p>The objectives of the meeting were presented to the SRWG members:</p> <ol style="list-style-type: none"> 1. Refocus on Quality aspects of SR 2. Update on technical documents <ol style="list-style-type: none"> a. Implementation Manual (Verification, Incentives & Sanctions, Resourcing) b. SR verifiers Excel 	

	<p>c. Understand next steps to prepare for public consultation</p> <p>3. Review and learning Year 1 - progress and process</p> <p>The agenda of the meeting include:</p> <ol style="list-style-type: none"> 1. Welcome and updates since the last SRWG meeting 2. Implementation Manual <ul style="list-style-type: none"> o General presentation of changes o Next Steps - Homework 3. Verifiers <ul style="list-style-type: none"> o Update alignment work o Example and homework 4. Year 1 Review <ul style="list-style-type: none"> o Overview o Next Steps - SRWG Members Survey 5. Year 2 Draft Workplan 6. Communications Update 7. Wrap Up and Next Steps 	
<p>2.0</p>	<p>Updates</p> <p>Since November 2020, the Technical Facilitators have been working on the implementation manual alignment with the Secretariat. After the end of the call today, the SRWG members will be given homework on the Implementation Manual and Verifiers. Furthermore, the Technical Facilitators have also been working on the M&E review on the Year 1 Review and Year 2 Workplan. In order to gather the SRWG Members' views on their first year, a survey will be shared with the SRWG after the end of the call.</p> <p>The Technical Facilitators hand over their responsibility to the new SR Unit, currently headed by Lilian by the end of March 2021. A solid work plan will be in place to ensure a smooth transition.</p> <p>The Technical Facilitator reminded everyone of the BoG endorsed Governance Manual in</p>	<ol style="list-style-type: none"> 1. SRWG Members will receive their homework (Implementation Manual & Verifiers) after the call. 2. SRWG Members will participate in the SRWG Members Survey.

	<p>June 2018, where the working group has limitations in using the RSPO's financial and human resources without prior approval from the CEO. This is relevant to the Resourcing task where the SRWG will be working on later.</p>	
<p>3.0</p>	<p><u>Implementation Manual</u> The Technical Facilitator reported that they have worked with the Secretariat to align the Implementation Manual with the RSPO systems and strategy and conducted a workshop with the Secretariat on October 21, 2020. There were a couple rounds of comment integration and they are currently reflecting subsequent edits in track changes, to ensure that the RSPO can support and implement with what is proposed. Further alignment and coordination through the SR Unit is still needed and will be built into the Year 2 workplan.</p> <p><u>Restructure</u> There are changes on the Implementation Manual structure. Both the Incentives and Sanctions sections will be split up. The Risk section has been moved to the Year 1 along with mitigation strategies as it is not specific to implementation.</p> <p><u>5 Elements for SCC</u> The other proposed key area of change is in regard to the five elements for SCC. Previously, the P&T representatives from the SRTF proposed to perform annual checks for the supply chain actors on the five SR areas, whilst leveraging existing systems within the SCC mechanisms. The Secretariat is concerned that this would distort the 'level playing field' with non-SCC. Thus, it was proposed to frame around 'annual check' for all members eligible for SCC, where members that are yet to be certified to be verified by the SR Unit, whereas for those who are already certified, the auditor will verify information provided on a template prepared by the SR Unit.</p> <p><u>Grievances Mechanism</u> The Technical Facilitators were asked to draft a text around the description of:</p> <ol style="list-style-type: none"> 1. What type of grievances/ complaints? 2. Where are they directed? 	<ol style="list-style-type: none"> 1. Technical Facilitator will prepare a draft on the Grievance Mechanisms and then discuss with the SRWG at a later time. 2. The SRWG Members will provide comments in the homework template by March 3, 2021. 3. Further alignment between SRWG proposals reflected in the Implementation Manual and the Secretariat systems flagged for future SRWG calls.

	<p>3. Who resolves them? It was suggested that 2-3 SRWG members with relevant experience as sounding board to assist in the draft process. The expected level of effort is 30 minutes in around 2 weeks' time.</p> <p>After a short discussion, it was decided that the Technical Facilitator will prepare a draft on the Grievance Mechanisms and then discuss with the SRWG at a later time.</p> <p>Resourcing After discussion with the Secretariat, the Technical Facilitator reported that there is a need to clear the framing around the resourcing of SR. The SRWG should focus on the resourcing needed for quality implementation, but not on the source or the funding as it is under the jurisdiction of the Finance Committee.</p> <p>The SRWG has already identified the budget lines for effective SR implementation e.g., the resourcing needed, and it is currently under review by the Secretariat.</p> <p>There is also the proposal to describe activities and projects that members could consider as meeting SR29 (Resourcing for Transformation). This includes the proposal on facilitating the network for joint projects around SR activities.</p> <p>Homework for the SRWG The SRWG Members will provide their comments on the current version of the implementation manual in the homework template by March 3, 2021. Once received, the Technical Facilitator will collate, analyse, update the version and identify any action points for the Year 2 Workplan.</p>	
4.0	<p>Verifiers The verifiers were reviewed by the Secretariat's Assurance Unit. There is a consistency check that verifiers do not exceed the requirements and use 'verifiable' language. Edits will be done to reflect this as well as the edits on the guidance draft.</p>	<p>1. The Technical Facilitators are currently reviewing the verifiers template and will share it with the SRWG Members by March 5, 2021. The SRWG Members will provide their comments in the column on the Excel file by</p>

	<p><u>Homework for the SRWG</u> The Technical Facilitators are currently reviewing the verifiers template and will share it with the SRWG Members by March 5, 2021. The SRWG Members will provide their comments in the column on the Excel file by March 12, 2021. Once received, the Technical Facilitator will collate, analyse, update the version and action points for the Year 2 Workplan.</p>	<p>March 12, 2021.</p>
<p>5.0</p>	<p><u>Year 1 Review</u> During the development process, the Technical Facilitator has reviewed the SRWG Members' priorities, meeting minutes and chats. The M&E plan has identified 2 strands: (i) SR Implementation (progress), and (ii) SRWG (process). To improve the process, the recommendations and lessons learned will be added to the recommendations for Year 2.</p> <p><u>Baseline on the 13 SR requirements on policies (e.g. labours, land use, etc.)</u> The ACOP 2019 data has shown that the members have more policies than expected but uneven across sectors and size, so the SRWG will need targeted outreach, guidance, templates, etc. There are many opportunities and some of the potential ideas include:</p> <ul style="list-style-type: none"> ● Sectors which already have high coverage can provide leadership on the rationale and business case for these policies and even potentially sharing of sample policies. ● Small and medium CGM and Retailers targeted outreach guidance, etc. ● Targeted outreach through SRWG to sectors with fewer policies to identify barriers and challenges. ● Targeted outreach through SRWG to identify members with high coverage to speak about the value/ rationale of these policies (ambassadors). <p><u>Volumes baseline</u> Through the SR outcomes from ACOP 2019, volumes baseline was established by members, regions and sectors. Recommendations were made on the models and regional targets.</p> <p><u>SRWG Process</u> Despite the pandemic, the SRWG has achieved high participation and engagement during</p>	<p>1. The SRWG Members will participate in a short survey on the first-year review process. The survey will be sent out on March 1, and due on March 5, 2021.</p>

	<p>the meetings. In ten months, the SRWG had a total of 21 calls, completed 10 homework templates and 41 survey questions, and drafted over 50 versions of the documents.</p> <p>Next Steps The Technical Facilitators have summarised the lessons learned during the process and will gather further input via a short survey to the SRWG (March 1 - due March 5, 2021). The survey will include questions such as what worked well, and what did not, the satisfaction level on the facilitation, the Secretariat and the SRWG overall. The outcome of the survey will inform the Year 1 review and the Year 2 Workplan, and a summary presented during the next SRWG meeting in March 2021.</p>	
6.0	<p>Year 2 Workplan The details for the idea for Year 2 Workplan will be shared by the Secretariat's SR Unit at a later time. The SR Unit will also be working on finalising the Implementation Manual and verifiers, after the Technical Facilitators have collated the latest version.</p> <p>The Secretariat and SRWG will decide at a later time on the public consultations dates and integration and testing on the SCC. Once the ACOP 2020 report is ready in August/ September 2021, the SRWG will be going through a similar process in reviewing the volumes by regions and recommendations. And another review at the end of 2021. The Technical Facilitator expected that the work plan will be doable for the 2021 calendar year.</p>	
7.0	<p>Communications Plan The objective of the communications plan is to ensure that members and stakeholders are aware of the SR requirements, understand their organisation's role in the fulfilment of the requirements, and understand how they are able to successfully achieve the requirements.</p> <p>The Secretariat's SR Unit and Communications Unit had reviewed the Communication Plan recently. The audiences of the Communications Plan remain the same, where RSPO members are still the top priority. Other audiences include external users, civil society stakeholders, media, and government officials/ regulators.</p>	<ol style="list-style-type: none"> 1. The Secretariat will be leading the activities planned in the Communication Plans, and the SRWG Members are expected to participate/ assist. 2. A Communications Subgroup may be formed in Year 2, with 3-4 SRWG Members to support the development and implementation of the Communications Plan. 3. RSPO Secretariat to check SR communication opportunities during COP26 and other campaigns.

Key Tactics of the Communication Plan include:

- Convene (informed education)
- Public Relations/ Promotion
- Multimedia/ Website
- Toolkit Materials/ Documents
- Implementation

Next Steps

- February 2021: Announcement (website and e-gazette) on Uptake Targets for Year 2
- March 2021: Increase SR in RSPO website (e.g. create a Resources section)
- (Tentative) April 2021: Webinars on SR-basic knowledge: what it is, to whom it applies, next documents to come, etc.
- (Tentative) Mid-2021/ June 2021: Webinars related to the public consultation

The Secretariat will be leading the activities planned in the Communication Plans, and the SRWG Members are expected to participate/ assist.

Roles of SRWG Members

The SRWG Members will be the ambassadors of SR. The key spokespeople of SR include members of the SRWG, executives and directors of the Secretariat and the RSPO co-chairs. A Communications Subgroup may be formed in Year 2, with 3-4 SRWG Members to support the development and implementation of the Communications Plan.

A S-NGO representative asked if there is anything to add on the wider RSPO communications on COP26 and shared responsibility within that. The Head of SR Unit commented that she will need to seek further clarification from the Secretariat's Communications Unit.

8.0	<p><u>Next steps</u></p> <ol style="list-style-type: none"> 1. The SRWG Members will receive the Implementation Manual draft by February 24, 2021. They will review and provide comments using the Homework template by March 3, 2021. 2. The Year 1 review survey will be sent out by March 1, and the SRWG Members are expected to complete the survey by March 5, 2021. 3. The verifiers draft will be sent out by March 5, and the SRWG Members are expected to provide their comments on the file directly by March 12, 2021. 4. The next SRWG Meeting will be on March 23, 2021, and the agenda of the meeting will include discussion on the Year 1 review and workplan for 2021. 	
9.0	<p><u>Closing Remarks</u></p> <p>The co-chair thanked everyone for attending the meeting and look forward to seeing everyone again next month.</p>	