

**Minutes RSPO T&T SC**  
**3 October 2012**

**AHOLD offices Amsterdam, The Netherlands**

Present

1. Hidde van Kersen, IOI Loders Croklaan (Chair) - **HVK**
2. Olivier van Oort, IT Consultant - **OvO**
3. Sietse Buisman, Cargill - **SB**
4. Juliane Eykelhoff, Sime Darby - **JE**
5. Sandra Mulder, WWF - **SM**
6. Joyce Ho, RSPO - **JH**
7. Alasdair McGregor, BM Trada - **AM**
8. Andrea Bolhuis, Ahold - **AB**
9. Erin Logan, Proforest - **EL**
10. Eddy Esselink, Unilever - **EE**
11. Gerard te Nuyl, Wilmar - **GtN**
12. Martijn Schneider, IOI Loders Croklaan - **MS**
13. Marieke Leegwater, Solidaridad - **ML**
14. Simon Perry, Johnson & Johnson - **SP**
15. Joost Sprakel, UTZ- **JS**
16. Martin Craven, AAK - **MC**
17. Bob Norman, Greenpalm - **BN**
18. Paul Nellens, Sipef - **PN**
19. Stefan de Kimpe, Sipef – **SdK**
20. Adam Thomas, NBPOL - **AT**

**On the phone:**

Liz Crosbie, SEC - **LC**

Adam Harrison, WWF, **AH**

**Apologies for absence:**

Harald Sauthoff, Cognis –**HS**

Michelle Morton, Shell -**MM**

Hugo Byrnes, Ahold -**HB**

Jeannette skjelmose, IKEA - **AB**

David Ogg, CUC - **DO**

Ed McPhillimy - **EMP**

Don Grubba, SDI - **DG**

Jan Sintobin, Fuji - **JS**

Simon Roulston, UB - **SR**

**1. Introduction and welcome**

- Thanks to Ahold for hosting the meeting and for Andrea Bolhuis to step in for Hug Byrnes.
- Warm welcome to Joyce Ho from RSPO secretariat

**2. Minutes meeting 30<sup>th</sup> May 2012**

- Minutes approved with few edits:
  - page 2 item 3 “JKV considers to stand down...” and “...expected to be formally announced at the next EB in July ..”;
  - page 4 item 8 typo error “Aldin Hilbrands”;
  - page 5 item 8 action point “EE asked to handover his findings to secretariat based on the first benchmark , which will also take responsibility for next steps”; typo error “proforest”

page 6 item 9 action point “Salahudin receives draft model for downstream group certification; secretariat to take responsibility for amending / adopting this draft and next steps. Hidde will also present to EB”;

- Action points:
- Page 1: Alisdair will make memo with recommendations for secretariat, to be sent before next T&T meeting, to involve RSPO and CBs.
- Other action points raised in the minutes are closed or on agenda for today.

## GENERAL

### 3. Update from RSPO EB meeting 11-12 July

- RSPO secretary general has presented four year strategic outreach plan addressing many of the questions raised in our May meeting, eg. on matters of advocacy, marketing and customer support. One example is the idea to set up satellite offices from promotion ( not helpdesk)
- EU Website also not updated , causing confusion . RSPO Secretariat informed to look into it.
- Dropping membership if SCC certified , this to be reviewed after 2013, no decision made yet , will have all sorts of implications eg reconfiguration of RSPO budget ,etc,etc.
- Decision made: secretariat will adopt more executive role, JH will prepare T&T meetings together with chair, and use T&T as platform for advice and feedback.
- Decision made: members invited to volunteer as chair of T&T, deadline for candidacies is Fri 12<sup>th</sup> Oct, after which candidate will be appointed or election held. 2 years terms of service is appropriate.

### 4. Update on P&C Review

- Update by Adam Harrison. One of the bones of contention was above ground CO2 storage. The last 60 day public consultation period has started 1<sup>st</sup> October, documents are on rspo.org.
- Decision made: ML, AT and HvK will work on wording for a proposal into P&C public consultation process, about the current draft lacking a good linkage with SCS rules.
- Checks of legality for those outside RSPO membership system.

## SYSTEMS

### 5. Membership

AT informed feedbacks from new potential members are : slow , unfriendly and many submissions required. Can RSPO Secretariat look into making it more efficient and less complaints?

### 6. Questions & Feedbacks

MS and Marieke feedback mails send to Salahuddin , no feedbacks. Joyce requested questions to be forwarded to respective sites eg etrace , certifications, membership , rspo (provided by RSPO) which is more result-oriented.

### 7. Update on RSPO eTrace

- Presentation by Joyce Ho.
- Conclusion that the migration went very well, F2F training sessions were very well received.
- Also found that many questions from members did not relate to eTrace => hence we conclude that there is ample need for more helpdesk service, more step-by-step guidance for companies

how to become member, what this entails, how to get certified, what this means for admin system and recipes, how to proceed with CSPO, etc etc.

- Action item for JH to make sure that RSPO members are informed that it is RSPO who is responsible for flow of documents from certified member to CB to Secretariat to eTrace.
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## **8. Decision on way forward for new integrated IT system**

- It was reconfirmed that the new RSPO system should at least contain these elements:
  - o A volume-based levy system for the “Sustainability fee” (similar to present eTrace system);
  - o Real-time checks of sales at mills to prevent double accounting within the RSPO scheme (impossible in present eTrace system);
  - o Generate performance data to inform the public of uptake by the market of sustainable palm oil products (impossible in present eTrace system); it was agreed this refers to aggregated data on volumes of MB and SG, not to specific product volumes.
  - o More robust and more water tight (as compared to present eTrace system); it was agreed this includes checking whether the new system can deliver data quality auditable against external reporting standards;
  - o Easier to use (as compared to present eTrace system); it was agreed this could include making use of the chain of custody systems already used by the partners in the supply chain, instead of doubling these systems (“skip the middle bit”), but only if extra ease of use outweighs extra IT-complexity;
- Decision made: Olivier to come back with proposal in next meeting, after some further work on ‘Requirements’ document, taking also into account other points highlighted in this meeting, such as:
  - o Avoid double accounting within RSPO scheme by linking with GP (and consider to redefine rules in the systems which make it currently so complex to link systems);
  - o Consider how market uptake data reporting requires a scope extension from entry point of last refiner to exit point of last refiner, not only in IT system but also in SCC standards;
  - o Consider scope extension in the upstream, reflecting GP now also covers FFB sales;
  - o Consider a solution to prevent double accounting with non-RSPO schemes;
  - o Consider if it is also feasible to link with RSPO membership admin system (agreed not to be a top priority);
  - o Consider how supply data may help market parties gain an overview of availability of CSPO (agreed not to be a top priority);
- Also concluded that Olivier needs help and will engage with (amongst others) CAB members, and a manufacturer (given auditability requirements)
- JH gave feedback from members who stressed on duplication work for those on eTrace as well as annual audit and although stating it is complimenting at this stage but post the question on behalf of RSPO members for in-depth insights into building a relevant (and yet credible) system.
- AT requested all to keep our minds open when looking for solutions in this area.

## **9. Decisions on approach for thorough SCS review**

- Decision made: JH makes Reference Proposal so we can have tender process completed before (and can start actual review as soon as) P&C review is completed
- Timeline :
- By end Nov – ToR ; By end Dec – ToR & Specifications ; By end Jan – Tender Process;

- By end Feb – Tender acceptance ; By end March/April – Ready for SCS review (after P&C review is completed)

## STIMULATING CSPO UPTAKE

### **10. Decisions on aligning with other certification schemes**

- Decision made: EE will talk with JH to facilitate proper handover
- EL gives update on ProForest project to maximize Chain-of-Custody-efficiencies; long term project requiring support from roundtables to cooperate on mutual recognition;
- Observation made is current lack of CB's accredited for more than one standard;
- Proposal for a budget to be submitted to EB for such collaboration / benchmarking on chain of custody.

### **11. Decisions on downstream group certification**

- News shared that Dutch Bakery Association is interested in a pilot project to test the concept
- Decision made: Secretariat to respond to draft model developed by David Ogg and submitted to secretariat (Salahudin) last TT meeting.
- Food Association UK also interested in group certification.

### **12. Update on RED**

- News shared that EC has yet again postponed a decision on recognition of RSPO under RED
- Europe maybe going to limit 5% biofuel on foodcrops.

### **13. GreenPalm**

113 audits requested , hope for satisfactory report.

### **14. Any other business.**

- Ahold has recently published ambitious targets
- Nov 13 TFT meeting with French retailers , Hidde was there . Similarly to RSPO retailers are committed to palm use and relevant to stay.

### **15. Next Meeting**

Few weeks prior to the EB meeting ( Feb/March 2013)

**Note: minuted by JH , with the help from HvK  
Distributed on 11 Oct 2012**