

Summary of Twenty Fourth Technical SRWG Meeting

The twenty fourth Shared Responsibility Working Group (SRWG) technical meeting was opened at 4.00PM (MYT), January 31, 2023 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 agreed on the virtual meetings of 2023 and discussed meeting physically twice (around SPOD and RT).

The Secretariat informed the SRWG that they are in the process of getting SSC endorsement for the proposed Uptake targets for Y4 and Y5. After SSC endorsement, a decision paper to BoG will be shared. Next for SSC endorsement will be the verification manual.

The Secretariat started the engagement with members who did not meet their CSPO/CSPKO uptake targets for 2021 to better understand their challenges. Results will be shared after completion of the survey.

On the agenda for the next SRWG meeting is the SR performance webpage and the guidance templates for each sector. SRWG will be asked to engage with their constituencies to get input on the guidance templates.

The Secretariat thanked everyone for attending the meeting, and looks forward to seeing everyone in the next meeting on February 28, 2023.

The meeting was closed at 5.30 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 24th Technical Meeting

Date: January 31, 2023 (Tuesday)

Time: 4.00 PM to 5.30 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Kamal Seth (KS, WWF International)2. Julian Walker-Palin (JWP, RPOG)3. Joshua Lim (JL, Wilmar)4. Catarina Vivalva (CV, BNP Paribas)5. Mariama Diallo (MD, SIAT SA)6. Ben Vreeburg (BV, Bunge)7. Surina Binti Ismail (Sbl, MPOA)8. Claire Dong (CD, Avon) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Harjinder Kler (HK, HUTAN)2. Girish Deshpande (GD, P&G)3. Lim Sian Choo (Bumitama Agri Ltd)4. Nursanna Marpaung (NM, HUKATAN)5. Brian Lariche (Humana Child Aid Society, Sabah)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Lilian Garcia Lledo (LGL)2. Joyce van Wijk (JW) <p>Absent with Apologies</p> <ol style="list-style-type: none">3. 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"> ○ Action Points ○ RSPO Secretariat Updates ○ Status of Key Deliverables 4. SRWG 5. AOB and Next Meeting 	
2.0	<p>No comments from the SRWG members were received on the minutes of the 22nd meeting and 23rd meeting and therefore the Secretariat considered them endorsed.</p>	<ol style="list-style-type: none"> 1. Secretariat to check with the absent members if there is any comment and upload the endorsed 22nd and 23rd SRWG meeting minutes on the website.
3.0	<p><u>RSPO Secretariat Updates</u> Overview action points Open action points for the Secretariat are creating regional strategies, developing guidance for each sector, ways on how SRWG members can communicate to their caucus, communication plan to socialise uptake targets with biggest companies of each sector, finalising M&E framework, and developing SR performance website.</p>	<ol style="list-style-type: none"> 1. The Secretariat will check the timeline of GAP analysis (between EU regulation and RSPO Standards) and will confirm with SRWG by email. 2. The Secretariat will check with the membership team regarding scope of member surveys if we try to better understand the lack of participation of

	<p>The SRWG members are requested to sign the circulated ToR and send it back to the Secretariat.</p> <p>Secretariat updates:</p> <ul style="list-style-type: none"> • Julia Majail - no longer Director of Standards. Interim for SSC management - Leena Ghosh • Standards Review 2023: public consultation closed 15 Jan. Technical committees and Task Force meetings scheduled • EU Deforestation Regulation: political agreement reached on 6 December, 2022 formal adoption expected in April 2023. The Secretariat has initiated a gap analysis between regulation and RSPO Standards. • Aligning terminology - from “Decent Living Wage” to “Living Wage” • Frequently Asked Questions (FAQs) of RSPO Rules for Oleochemicals and its Derivatives- Annex 6 of the RSPO Supply Chain Certification Standard (SCCS) • ASC Highlights - Second half of 2022 • Call for submissions RSPO Smallholder Support Fund RSSF - 1 to 28 Feb <p>Save the date:</p> <ul style="list-style-type: none"> • Inter-American RSPO conference - From emerging to thriving: The role of the Americas as leaders for sustainable palm oil. 30 and 31 May 2023, Miami, Florida, US. • SPOD EU - June 2023- Germany. Date TBD. • RT 2023 - will take place in the week of November 20 in Indonesia (location still to be decided) <p>A Grower representative questioned whether the engagement with underperforming members (ongoing key deliverable of SR unit) covers the lack of participation and engagement of RSPO members in e.g. working groups. The Secretariat clarified the current survey provided by the SR unit is only targeting members who did not meet their uptake targets for 2021. The Secretariat will check with the membership team if this is something which can be included in the ongoing/future member survey.</p>	<p>members.</p>
4.0	<u>SRWG</u>	1. The Secretariat will check if constituency contact

SRWG management:

- New CGM representative - Claire Dong from Avon, group member from Natura&Co.
- Vision and goals - Endorsed by all SRWG members. To be used in external communications when promoting SR.
- Updated ToR (October 2022) to be signed by all members
- Proposed 2023 calls: Tuesdays 9:30-11 CET/ 16:30-18 GMT+8. Every 6/8 weeks:
 - 28 Feb
 - 18 April
 - 13 June (physical during SPOD in Germany?)
 - 25 July
 - 5 Sep
 - 17 Oct
 - 23 Nov (physical during RT?)

The Secretariat opened the floor for comments on the 2 proposed physical meetings, specifically regarding having a meeting at the end of RT. P&T and Retailer representatives agreed the physical meetings are better as long as it is not too close to RT as there are so many other ongoing side-meetings. The Secretariat proposed to schedule the physical SRWG meeting (2-3 hour) tentatively on Sunday 19th Nov prior RT.

Outstanding decisions:

- Uptake targets Y4 and Y5 - consensus (none sustained objection) at SRWG. Next step SSC endorsement, decision paper to be shared.
- Verification Manual - SSC 'review' and approval before final PC. Tentative starting date mid/end Feb 2023.
- No agreement on changing the Declaration of support language.
- Guidance template to be shared shortly → SWG members to work on the document and check with their constituencies → one to one calls → SRWG consensus.
- SR performance webpage - SRWG 25th call (28thFeb)
- ToR of P&C Review Task Force: make recommendations on which elements of the revised P&Cs should be applied to non-grower members of the RSPO as part of their SR.

list is categorised per sector (e.g. all growers) or also per region (e.g. African growers).

2. The Secretariat will include the revision of SR requirements in the agenda for the 2 physical meetings of 2023.

	<p>The Secretariat will share the guidance templates at the next SRWG meeting. Request from SRWG members is to work with constituencies to get input. The Secretariat will provide a contact emails list for SRWG members. After SRWG members have reached out to the constituency, SR unit will schedule one to one meetings with each SRWG member to discuss input per sector and eventually everything will be brought back to the entire SRWG. SRWG agreed with this approach but noted it would be best to receive a google group list (without disclosing individual emails) on how to get best in touch with constituencies. Retailer rep confirmed previous use of google group email list worked well and had good response. For P&T and Grower members, there is usually little response and only the usuals will respond. SRWG agreed it is preferred that SRWG members send it directly (someone they know) so that the receiver can see the sender and are more likely to respond.</p> <p>SRWG agreed to include revision of the SR requirements on the agenda for the 2 physical meetings in 2023, to see if a review is needed (after guidance template is available). P&T asked if a draft ToR is already available. The Secretariat clarified SR is not an official standard and therefore does not strictly have to follow the 5-year cycles. First it will be assessed if revision is needed, if so, a ToR will be drafted. Retailer indicated reviewing is needed and makes sense to go through the process.</p>	
5.0	<p>Closing The next virtual SRWG meeting will be on 28 February 2023, at 4.30 pm (KL time).</p>	