

Summary of Twenty Fifth Technical SRWG Meeting

The twenty fifth Shared Responsibility Working Group (SRWG) technical meeting was opened at 4.00PM (MYT), February 28, 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 members were requested to work on the Stakeholder Guidance documents in a specific timeline. They are to receive the Group Email Address with the instructions of use for them to reach out to their peers seeking feedback or comments on the guidance document.

The first visuals for the SR Performance webpage were presented and the comments given by the SRWG members are to be considered for the final version. Secretariat will share the final real data to show in the webpage as well as facilitate the final visuals before the webpage goes live.

The Secretariat thanked everyone for attending the meeting, and looks forward to seeing everyone in the next meeting on April 18, 2023.

The meeting was closed at 5.30 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 25th Technical Meeting

Date: February 28, 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. Girish Deshpande (GD, P&G)3. Julian Walker-Palin (JWP, RPOG)4. Joshua Lim (JL, Wilmar)5. Mariama Diallo (MD, SIAT SA)6. Ben Vreeburg (BV, Bunge)7. Claire Dong (CD, Avon)8. Catarina Vivalva (CV, BNP Paribas)9. Harjinder Kler (HK, HUTAN) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Surina Binti Ismail (Sbl, MPOA)2. Lim Sian Choo (Bumitama Agri Ltd)3. Nursanna Marpaung (NM, HUKATAN)4. 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)3. HS <p>Absent with Apologies</p> <ol style="list-style-type: none">4. Inke van der Sluis (IS)5. 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 4. SRWG 5. SR performance webpage 6. AOB and Next Meeting 	
2.0	<p>No comments from the SRWG members were received on the minutes of the 24th 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 24th SRWG meeting minutes on the website.
3.0	<p><u>RSPO Secretariat Updates</u> Overview action points Open action points for the Secretariat are developing guidance for each sector, thinking about a communication plan on how to engage with the biggest companies in each sector to socialise the</p>	

	<p>new uptake targets and understand the dynamics of their market and creating conceptual design outlining the ideas and concept for the proposed SR performance website.</p> <p>The <u>SRWG members are requested</u> to sign the circulated ToR and send it back to the Secretariat.</p> <p>Secretariat updates:</p> <ul style="list-style-type: none"> • Budget planning - divisions and interdepartmental - April 2023 • ACOP will open in March 27 <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 - 14 or 15 June 2023- Germany. Date TBD. (Tentative 27th SRWG physical meeting on 12 and 13 June) • RT 2023 - will take place in the week of November 20 in Jakarta, Indonesia 	
4.0	<p><u>SRWG</u></p> <ul style="list-style-type: none"> • Uptake targets Y4 and Y5 <ul style="list-style-type: none"> ○ Decision paper endorsed by SSC and sent to the BoG for endorsement - deadline 20th March ○ Important practicalities: <ul style="list-style-type: none"> ■ New members: membership application acts as baseline, assessment done in their first mandatory ACOP submission (depending on year of membership some members will have some months of “grace period”) • Member group emails -to be used only by the SRWG members following the instructions: <ul style="list-style-type: none"> ○ When emailing to a group email address, please ensure that you add the Member Group Email in BCC. It is important that you do this in order to avoid any recipient of the email from "Replying All" and inadvertently "SPAMMING" to everyone in the group and revealing everyone's email addresses. 	<ol style="list-style-type: none"> 1. The Secretariat will share the member group email addresses with instructions to SRWG members.

- Include always Secretariat using the email address sharedresponsibility@rspo.org and our personal email addresses if desired.
- These member group emails are meant to be used for the solely purpose of consulting on SR matters, e.g. Guidance documents; and no confidential information shall be distributed via these group email addresses - following the Confidentiality clause of the SRWG ToR (Appendix 1).
- All the SRWG members (substantives and alternates) are 'managers' and can use the member group email address.
- Member group emails to be shared by email by Secretariat, and corresponding to ALL regions stakeholders (except growers: Malaysia, Indonesia, RoW and Smallholders)
- **Guidance Documents per stakeholder category**
 - Goal: practical examples of implementation of the endorses SR requirements (Annex 1)
 - Proposed timeline:

	March	April				May					June	
	4 weeks	Week 3rd	Week 10th	Week 17th	Week 24th	Week 1st	Week 8th	Week 15th	Week 22nd	Week 29th	Week 5th	Week 12th
Self completion / Consultation with RSPO members	X	X	X	26 SRWG call (18th April) Update from SRWG members								27 SRWG (physical) meeting (tent. 13th June) Present draft
Alignment calls SRWG members and Secretariat					X	X	X	X	X	X		
Guidance - Second draft								X	X	X	X	

A P&T rep asks about the overview of the requirements. Secretariat clarifies that in the template to be shared the SR requirements are captured at the beginning of the page and the proposed guidance for each requirement follows in the table below. During the consultation process among constituency/peers, Secretariat recommends to make clear that the SR requirements are not open

	<p>for revision now, just the guidance.</p> <p>A grower rep asks if we have already received the recommendation from the P&C Review TF on the DLW requirement, as this was their intention in the past when they sent us a letter. Secretariat clarifies that we have not received anything yet and we expect to get any recommendation on updating the SR requirements in line with the new P&C only when the new P&C version is finalised and/or endorsed. Secretariat also informs that the SR Unit was invited to present during the last P&C Review TF on the SR updates and took the opportunity to remind to the TF on which matters we are waiting their feedback; not only the DLW requirement but their feedback on VM when the PC is out and from an individual/member point of view complete their MyRSPO profiles. We keep aligned with the TF and will inform the SRWG when something comes from them.</p>	
5.0	<p><u>SR performance webpage</u></p> <ul style="list-style-type: none"> ● Email blast announcement on 7 February ● Visuals -draft 1: <ul style="list-style-type: none"> ○ Overview of members of scores → By default sorted by highest average score ○ Option to compare (?) ○ SRWG comments, ideas, proposals? ○ <p>Secretariat runs through the proposed visuals of the SR performance webpage. It is concluded that the comparison feature is not needed to compare companies but to compare with the average sector score. Also, it is requested that the data that will go public is shared with the SRWG beforehand, and that the final visuals are presented to the SRWG as well for the final sign off. Secretariat will compile and bring all the comments to the vendor for its implementation.</p>	<ol style="list-style-type: none"> 1. The Secretariat to share SR scores of members to SRWG as an indication of the scores that will be published at the launch of the new scorecard website. 2. The Secretariat will check with the vendor if we can share the website with SRWG by email prior to the launch. 3. Secretariat to bring to the vendor all the comments from the SRWG on the desired final visuals.
6.0	<p><u>Closing</u></p> <p>The next virtual SRWG meeting will be on 18 April 2023, at 4.30 pm (KL time).</p>	