

**RSPO SCC CB Workshop (Europe)
November 2020
Minutes of Meeting**

Meeting Mode: Zoom Meeting

Date and time: 30 November - 1 December 2020 (10.00 am – 1.30 pm, CET)

Participant Attendance:

No.	Name	Organisation	Type of Organisation	Day 1	Day 2
1	Jan Pierre Jarrin Peters	ASI	AB		
2	Marta Margarido	ASI	AB		
3	Matthias Wilnhammer	ASI	AB		
4	Sofia Hicks	BM TRADA	CB		
5	Roberta Harris	BM TRADA	CB		
6	Emilie Thompson	BM TRADA	CB		
7	Sokratis Antsos	CUC	CB		
8	Carmen Schmidt	CUC	CB		
9	Suly Ximena Tauta Escobar	CUC	CB		
10	Leonard Laurence	CUC	CB		
11	Estelle Mbakop	CUC	CB		
12	Patricia Ibañez	CUC	CB		
13	Detlef Karberg	DNV	CB		
14	Nadine Kösling	DNV	CB		
15	Isabella D'adda	DNV	CB		
16	Stefan Schumacher	Freelance	CB		
17	Torge Petersen	GFA	CB		
18	Elisabeth Gebhard	Gut-Cert	CB		
19	Michela Coli	ICEA	CB		
20	Julia Wellhöfer	Intertek	CB		
21	Elisa Colpo	Preferred by Nature	CB		
22	Tim Roelandts	Preferred by Nature	CB		
23	Debora van Boven	Preferred by Nature	CB		
24	Olga Staron	Preferred by Nature	CB		
25	Csaba Rác	SGS	CB		
26	Nicole Erdmann	SGS	CB		
27	Zsolt Erdélyi	SGS	CB		

28	Sébastien BIAN	SGS	CB		
29	Yugeswaran Muthaiah	SGS	CB		
30	Marta Moruno Castillo	SGS	CB		
31	Magdalena RETZ	SGS	CB		
32	James S H Ong	SGS	CB		
33	Friedrich Lüdeke	SGS Germany	CB		
34	Johan Vanham	TÜV NORD INTEGRA	CB		
35	Sigrid Neys	TÜV NORD INTEGRA	CB		

RSPO Secretariat Attendance:

Name	Position	Day 1	Day 2
Aminah Ang	Interim Assurance Director		
Ahmad Amirul Ariff	Certification Manager (P&C)		
Djaka Riksanto	Assurance Manager, Indonesia		
Ruzita Abd Gani	Supply Chain Manager		
Wan Muqtadir Wan Abdul Fatah	Sr. Manager, Assurance Integrity Unit		
Inke van der Sluijs	Head of Operations for Europe and Africa		
Lílian García Lledó	Assurance Manager Europe		
Aizat Affendi	Sr. Executive, Assurance Integrity Unit		
Mohd Syafiqul Syaznil	Certification Executive (SCC)		
Wan Nur Aimy Nadiah	Certification Executive (P&C)		

Legend :

Present

Absent

Item	Description	Action Points
Day 1 (Monday, 23rd November 2020)		
1.0	<p>Welcoming speech</p> <p>Lilian (RSPO) welcomed the participants and ran through the house rules of the CB workshop.</p> <p>Lilian (RSPO) ran through the agenda of the CB workshop.</p> <p>Lilian (RSPO) went through some of the open points from the April 2020 EU CB Meeting. She informed the meeting that Debora (Preferred by Nature) has agreed to take over the outsourced activities risk assessment.</p>	
2.0	<p>Updates from RSPO Secretariat</p> <p>Lilian (RSPO) went through some updates from the Secretariat, which include :</p> <ul style="list-style-type: none"> - Active members by category and country. - The trend of the number of Supply Chain-certified companies and facilities, trader and distributor licenses. - Current line up of accredited Supply Chain Certification Bodies. - Suspension and termination of members due to non-submission of Annual Communication of Progress (ACOP). - Expiration of the RSPO RED and RSPO NEXT schemes. - Revised 2020 RSPO Membership Rules and its affiliated MyRSPO guides. - Upgrade of the RSPO Trademark Platform as well as the complementary Trademark documents. - Temporary audit measures due to the Covid-19 pandemic, specifically highlighting the Contingency RSPO Audit Procedures. - Endorsement of the Shared Responsibility requirements. - Revised Supply Chain Annex 1 Summary template. - Current status of the Oleochemicals and Derivatives FAQ document revision. - Upgrading works of the search engines on the RSPO webpage, to refine the search process for certified companies and smallholders. - New functionalities of the RSPO PalmTrace, as well as its planned functionalities and guidances. - The joint CB monitoring by ASI and the RSPO Secretariat and its criteria. - Correction of the interpretations that were highlighted during the LA endorsed training. <p>Sigrid (TÜV NORD Integra) asked do clients also need to have a contract for Trademark licenses? Do these licenses need to be renewed every year? Aminah (RSPO) responded that to use the RSPO Trademark, a certified company needs to sign the trademark license annually.</p> <p>Sigrid (TÜV NORD Integra) asked when will CBs receive the extra requirements for Shared Responsibility?</p>	

	<p>Inke (RSPO) responded that the SR document is still under development and the RSPO Secretariat needs to review whether these requirements need to be incorporated into the RSPO SCC standard and systems.</p> <p>Suly (CUC) asked if the new Annex 1 has been uploaded or announced? Ruzita (RSPO) responded that the Annex 1 is still under draft stage. It will be uploaded on the website once it has been finalised. She added that in the meantime, CBs can use the existing Annex 1.</p> <p>Regarding oleochemicals, Sigrid (TÜV NORD Integra) asked instead of Q&A, why not make the requirements clear by writing it down? Ruzita (RSPO) mentioned that the revised Q&A on oleochemicals will provide clarity about the requirements. The Q&A is now part of the SCC Standard 2020 under clause 1.3 of Annex 6 RSPO Rules for Oleochemicals and its Derivatives.</p> <p>Zsolt (SGS) asked which actors along the supply chain are obliged to fill in the purchased and sold RSPO volume on PalmTrace? e.g. What about the semi finished and finished producer? Ruzita (RSPO) replied that this process is mandatory to all certified facilities, either finished products or semi finished products.</p> <p>Marta (ASI) asked if the RSPO Secretariat could send out notifications every time that a question is answered in RIF? Aminah (RSPO) replied that the system is only able to notify the individual that asked the questions. .</p>	
<p>3.0</p>	<p>SCC Standard 2020 - Highlights</p> <p>Lilian (RSPO) went through the highlights of the revised 2020 SCC standards, including :</p> <ul style="list-style-type: none"> - 1-year transition from the document endorsement date of 1st February. 2020, the mandatory implementation of the standard will commence on the 1st of January 2021. - Scope of the standard relating to the general chain of custody as well as the traders and distributors. - Main definitions of terms used within the standard. - General chain of custody requirements for the supply chain. - Brief explanation of Annexes 4 and 7. <p>Sigrid (TÜV NORD Integra) asked if a subcontractor really wants to be certified, are they allowed to? Aminah (RSPO) mentioned that subcontractors can be certified if they want. If they are certified, the CB of their customer will not need to audit them.</p> <p>Suly (CUC) asked if clause 5.4.5 applies to manufacturers? Ruzita (RSPO) responded that manufacturers need to comply with the Resolution GA15-6b , thus they would need to upload their mill list through MyRSPO.</p>	



	<p>Sigrid (TÜV NORD Integra) asked why can't the RSPO Secretariat just set all license periods to be from the 1st of January until 31st December of the previous year? This is because there are instances where the audit is done in the between the end of the start and end of the licensing period and thus, the volume reported would not be accurate for the whole licensing period (short of a few months). Aminah (RSPO) responded that this is not possible because each certified unit has their own license period and the audit is based on the 12-month time period. Ruzita (RSPO) mentioned that for ASA 1, a time period of less than one year is allowed but the subsequent audits should start from the date of ASA 1.</p> <p>Sokratis (CUC) gave an example where if an ASA 1 was conducted in April 2020 and ASA 2 in February 2021, the reporting period will be less than 12 months and this will present a problem. Ruzita(RSPO) emphasize the reporting period shall comply with clause 5.3.27 of RSPO SCC Systems 2020. Aminah (RSPO) added that if there are any case beyond requirement 5.3.27 CB have to clearly input in the remarks that the ASA 2 audit was done earlier and thus, a 12-month reporting period was not achieved. In the revised Annex 1, CBs can input the start and end date.</p> <p>Sigrid (TÜV NORD Integra) suggested that the RSPO Secretariat provide more guidelines to the Supply Chain-certified companies, so they can provide the right data to CBs. Aminah (RSPO) mentioned that the RSPO Secretariat will take note of this.</p> <p>Roberta (BM Trada) also suggested having an opening stock and closing stock in the Annex I? It will help to clearly visualize the reason why sometimes outputs are higher than inputs. Ruzita (RSPO) mentioned that the RSPO Secretariat will take note of this. Aminah (RSPO) added that there will need to be discussion to see what the implications of this will be.</p> <p>James (SGS) asked in instances where CBs do not report for 12 months, will RSPO raise an NC on the CBs? As mentioned, any deviation needs to be justified correctly, otherwise is incorrect reporting of data.</p> <p>Tim (Preferred By Nature) suggested to make the first year always 8 months (from IC to ASA 1) and from then on, CBs can report for a full 12-month period in subsequent audits as the audit window can not be earlier than 4 months</p> <p>Diego (RSPO) mentioned that there are several cases when the SCC certified company doesn't want to confirm its mill list because they have a commercial risk by making it public, is there any confidential option for those specific companies? Ruzita (RSPO) mentioned that the Resolution GA15-6b requires a mill list to be publicly available.</p> <p>Sokratis (CUC) asked how would a bakery know the mill list of their products? Lilian (RSPO) said the RSPO Secretariat is now working with the PalmTrace Team to see how the refineries can prepare their mill list and supply this data to other supply chain actors.</p>	<p>RSPO Secretariat to take note on the matter of reminding and explaining to the SCC companies how to report their volumes correctly Members will be reminded during webinars, workshops and one to one conversations.</p> <p>RSPO Secretariat to look into the idea of having reporting opening and closing stocks in Annex 1.</p>
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	<p>Referring to Clause 5.4.3, Roberta (BM Trada) asked will CBs have to raise NCs if the companies do not do monthly checks as they only receive their palm oil products once or twice a year? Lilian (RSPO) said as long as the companies provide proof that they check every time they receive palm oil products, it should be sufficient. The monthly checks are for companies who receive these products continuously every week or every month as their suppliers may have their license suspended at any time.</p> <p>Roberta (BM Trada) asked if it is mandatory for companies to conduct an internal audit before an initial certification? Aminah (RSPO) mentioned that it is a requirement to have an internal audit before the initial certification.</p> <p>Sigrid (TÜV NORD Integra) mentioned that it is not spelled out in the requirements that an internal audit needs to be carried out before the audit. It just speaks about the annual internal audit and its plan. Sigrid (TÜV NORD Integra) suggested this to be specified on RIF. Ruzita (RSPO) mentioned that it will be added on RIF.</p>	<p>RSPO Secretariat to add clarification of the internal audit requirements on RIF.</p>
<p>4.0</p>	<p>SCC Systems 2020 - Highlights</p> <p>Aminah (RSPO) went through some of the highlights of the RSPO SCC 2020 Systems Document, including :</p> <ul style="list-style-type: none"> - Main definitions of terms used in the document. - The CB accreditation requirements. - Competency requirements of the audit team. - Audit process requirements. - Required information for Annex 1. - Certification process for Annexes 2 and 3. - Annex 4 certificate template. - Book and Claim audit process requirements (Annex 5). <p>Sigrid (TÜV NORD Integra) asked what these 3 audits need to be: will the trainee perform the audit and will be witnessed by a qualified auditor, or will they follow three audits as a trainee (audit will be performed by a qualified auditor)? Ruzita (RSPO) mentioned that the trainee Lead Auditor will need to conduct the audit under the guidance of a qualified Lead Auditor.</p> <p>Sigrid (TÜV NORD Integra) asked if the names of the trainee and qualified Lead Auditors will need to be added in the report and on PalmTrace? Ruzita (RSPO) mentioned that CBs need to indicate the qualified Lead Auditor on PalmTrace but both trainee and qualified Lead Auditors are to be mentioned in the audit report.</p> <p>James (SGS) said is initial certification only documentation? Ruzita (RSPO) mentioned that initial certification is mainly on documentation (e.g. procedures) and the ASA & recertification audits are more on implementation.</p> <p>James (SGS) asked if unannounced audits can only be done when there are complaints issued? Ruzita (RSPO) replied by saying that the term "unannounced audit/assessment" is an additional audit carried out in response to, for example, a complaint against or identified potential risk linked to the integrity of the certificate issued to the certified organisation, for which CB or</p>	

	<p>AB does not announce the date of the audit to the certified organisation.</p> <p>James (SGS) asked in the case where if site A sells to Site B, can each of them within a multisite certificate have their individual Palm Trace licence? Ruzita (RSPO) mentioned that both sites can have their individual PT licenses.</p> <p>Suly (CUC) asked for A.2.5, how do CBs upload the information on PalmTrace in instances where the site does not need an audit? Ruzita (RSPO) mentioned that this can be done in Section 1, listing of multi sites. Ruzita (RSPO) also added that CBs should clearly indicate the changes.</p> <p>James (SGS) if sites A and B in the same multisite certificate can have their individual PalmTrace licenses? Lilan (RSPO) mentioned that if the sites have different rights (e.g. mills and refineries), they should have different licenses.</p> <p>Sigrid (TÜV NORD Integra) stated that the sample audit formula can be interpreted in several ways and asked if there will be guidelines for this? Ruzita (RSPO) mentioned that the sample audit formula will be added on RIF for clarity.</p> <p>Sigrid (TÜV NORD Integra) asked for volume extensions, will CBs need to change the report of the last audit for upload? Ruzita (RSPO) mentioned the latest audit report shall highlight the changes.</p> <p>Sigrid (TÜV NORD Integra) asked for Book & Claim, can CBs perform audits if a company doesn't receive a demand from the RSPO to do an audit? Annex 4 states that once 500 credits have been claimed the company shall approach a CB to conduct the B&C audit.</p> <p>Suly (CUC) asked with regards to 5.3.31, what is the accurate time frame? Aminah (RSPO) mentioned that if there is a major NC, then the company is given 30 days to address the NC, CBs will have 14 days to assess this and another 14 days to upload this on PalmTrace as mentioned in 5.3.21.</p> <p>Sigrid (TÜV NORD Integra) asked if crushers and refiners will need to have different business types in PT? What about traders and manufacturers? Aimy (RSPO) said refineries and crushers will have separate PT accounts and different business types in PalmTrace as crushers will be allowed to sell credits, but not refineries. For traders and manufacturers, Aminah (RSPO) mentioned that if it is a first buyer trader, they would have processing rights and hence they would need a different license. Other than that, traders do not need to have different licenses, unless they want to.</p> <p>Stefan (Freelance) asked if ACOP is considered a general corporate communications by the RSPO? If it is, can RSPO change the definition of "general corporate communications" in the Market Communication and Claims document as now it sounds like it is voluntary. Lilian (RSPO) mentioned that it definitely is a claim, as mentioned in the CLAIM definition of the SCC Standard 2020, and that the Rules on Market Communications and Claims document is now under review because it needs to re-align with the SCC standard 2020. The point will be taken into account.</p>	<p>RSPO Secretariat to add the sample audit formula on RIF.</p> <p>RSPO Secretariat to take note on the 'General corporate communications' explanation in the Market C&C..</p>
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	<p>Friedrich (SGS) mentioned if it is possible to delete chapters in the checklist which are not applicable, like multisite, leaving the headline and numbering? Ruzita(RSPO) suggested that the relevant chapter to be maintained but CB can indicate not applicable(N/A).</p> <p>Leonard (CUC) asked regarding the business type in PalmTrace, why is it that some license approvals for a refinery have been denied because “CBs should change the business type”? Ruzita (RSPO) said this is due to the fact that the products do not match those in Annex 1.</p> <p>Sigrid (TÜV NORD Integra) pointed out that sometimes the HO, invoicing address is not the office that performs ICS functions, why the certificate needs to be made on the ICS function address instead of the legal office? Aminah (RSPO) said the RSPO Secretariat will take note of this.</p>	<p>RSPO Secretariat to take note of the issues relating to address of sites.</p>
<p>5.0</p>	<p>AOB</p> <p>The meeting adjourned at around 1.30 pm.</p>	
<p>Day 2 (Tuesday, 24th November 2020)</p>		
<p>6.0</p>	<p>Common mistakes in Palmtrace (PT) license request</p> <p>Ruzita (RSPO) went through some of the common issues that would cause the PT License submissions being denied. :</p> <ul style="list-style-type: none"> - Inaccurate business type of certificate holder - Incorrect processing right - No identification of ICS (ICS box unchecked) - Claimed volumes were higher than the purchased volumes. - Total claimed CSPO is less than the estimated total PO - Volume is reported during Initial Certifications (IC) - The claimed volume is inclusive of the product weight. - Inconsistent reporting of volume in PT and audit reports. - Mixing of volumes from different Supply Chain Models. - Inconsistent addresses in PT and certificates. - Address in PT is for HQs instead of certified sites. - No indication of audit date and auditor name in audit report. - Inconsistent reporting of Supply Chain models. - Different membership numbers in PT and certificates. - Late license request, 6 to 10 months from last audit date - Wrong assessment type - Incomplete Annex 1 <p>Sigrid (TÜV NORD Integra) asked when is the business type defined, is it when they make an account in PT? Sigrid (TÜV NORD Integra) added, are members able to select more types, how do they know that they need to ask one account per business type? Lílian (RSPO) replied saying yes, the members will choose it themselves when creating an account on PalmTrace, and can select more than one based on their main activities. Currently we are reviewing with the PT team the type of business to include guidance for the companies to choose correctly, as sometimes there are mistakes. Nevertheless, the auditors shall</p>	

	<p>ensure the PT account member details are correct too., e.g. name, address, type of business, etc.</p> <p>Sigrid (TÜV NORD Integra) mentioned there is a missing link between the RSPO Secretariat and members. RSPO Secretariat should be the one guiding members on how to create a PalmTrace account and which business types do they belong to. Lilian (RSPO) mentioned RSPO Secretariat continuously educate potential members and guide existing members in the next steps once joining RSPO or moving towards certification, and has actively reached out and done onboarding activities for members and urged CBs refer members to RSPO Secretariat if they have any questions.</p> <p>(Note: As a follow up action after the meeting, Lilian (RSPO) cross checked with the Membership team the on-boarding email that is sent to ALL the new members. This email contains guidance and the main contacts related to MyRSPO, RSPO Membership Rules, Group Membership Declaration, Trademark, PalmTrace, RSPO Key Documents, RSPO Certification and RSPO Secretariat Contacts)</p> <p>Debora (Preferred by Nature) said for new clients, we do have to report volumes, to indicate if they are In the right membership category. Suly (CUC) agreed and asked if this is because there cannot be a justification for this on PalmTrace? Ruzita (RSPO) mentioned that justifications can be made in the remark column in PalmTrace.</p> <p>Sokratis (CUC) questioned, how detailed does the justification for overselling need to be? Lilian (RSPO) mentioned that it should be detailed enough for the reviewer not to deny the license requests when reading the request without any other idea on the case. Ruzita (RSPO) that CBs may indicate the volume of products in stock and sold.</p> <p>Sigrid (TÜV NORD Integra) mentioned that CBs were told that a invoicing office is a participating site, so it is part of the audit, is this true? Ruzita (RSPO) mentioned that on PalmTrace, the participating sites should only be those that are taking part in the certification. Lilian (RSPO) mentioned that the RSPO Secretariat will make a clarification one participating sites on RIF.</p> <p>Estelle (CUC) asked Ruzita (RSPO) to confirm if CBs audits a refinery and their products are not listed in the Annex 1, they are not supposed to be categorised as a refinery? Ruzita (RSPO) mentioned that the PalmTrace support team has been informed to provide additional information to members when they select their business type. E.g. When they select “refinery”, the scope will be specified.</p> <p>James (SGS) asked before PalmTrace registration, new Supply Chain members need to have undergone their internal certification? Can they do it before the initial certification? Lilian (RSPO) mentioned that it would be ideal if members register for a PalmTrace account before initial certification because CBs would need to upload documents on this account later on.</p>	<p>RSPO Secretariat to clarify what is considered a participating site on RIF.</p>
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<p>7.0</p>	<p>SCCS 2020 Audit Checklist- Presentation from CB representatives</p> <p>CB representatives went through some of their proposed changes and comments for the SCCS 2020 Audit Checklist :</p> <ul style="list-style-type: none"> - Elisabeth (GUT-Cert), Detlef (DNV GL), Michaela (ICEA) on the General COC. - Debora (Preferred by Nature) and Torge (GFA) on the Module. - Suly (CUC) and Sigrid (TÜV NORD Integra) on Annexes 4 and 5. - Julia (Intertek) and Roberta (BM TRADA) on Annexes 6 and 7. <p>Torge (GFA) asked if CBs will receive an updated draft Excel file with all CB comments compiled? After compiling the comments given by the CBs, the final and approved checklist will be shared, for those that want to use it.</p>	
<p>8.0</p>	<p>CB sharing experience in conducting SCCS remote audit e.g: issues related to challenges, auditing against SCCS 2020, recommendation for improvement</p> <p>Debora (Preferred by Nature) said generally remote audits are fine but there are times when it is hard to get people to join the interview during remote audits, but this is avoided through the preparation of audit plans.</p> <p>Friedrich (SGS) said sharing of information is easy through the sharing of screens.</p> <p>Sigrid (TÜV NORD Integra) shared that remote audits can be done quicker, but it is difficult to verify if members are using trademarks on products that they have yet to notify their CBs of.</p> <p>Suly (CUC) mentioned that there are instances when the auditees display low morale to undergo audits.</p> <p>Aminah (RSPO) highlighted some of the comments made by CBs in Asia where they complained of internet connection problems faced by the companies as well as instances where the audit sessions are irresponsibly recorded by companies.</p> <p>Sokratis (CUC) said some companies have been quite hesitant to share documents with CBs and added that remote audits may not work for all circumstances (e.g. audits of refineries and storage sites).</p> <p>Marta (ASI) shared that even with the use of audit facilitators, she faced issues with internet connection and that it was quite hard to get a full visual of the sites. There were also issues with companies not wanting to share documents.</p> <p>Csaba (SGS) asked for clear written confirmation on who is obliged to report on PalmTrace. Inke (RSPO) said that all companies that want to be certified have to create an account in PalmTrace. The ones required to register transactions are in clause 5.7 of the standard.</p> <p>Johan (TÜV) asked if it could be an option for the future (post-Covid) to incorporate remote audits in the Certification cycle? e.g. Certification and</p>	



	<p>recertification audit on site, ASA remote. Lilian (RSPO) said the RSPO Secretariat could look into it to assess the consequences and/or risk, if any.</p> <p>James (SGS) asked, has RSPO come out with how many consecutive audits can remote be allowed? Aminah (RSPO) said CBs are to decide on their own. As long as the CBs provide evidence of travel restrictions, remote audits can be done indefinitely.</p>	
9.0	<p>Updates from ASI</p> <p>Jan Pierre (ASI) presented on the ASI updates and the NCs raised against the RSPO SCC.</p>	
10.0	<p>AOB and closing remark</p> <p>Debora (Preferred by Nature) asked what will happen with the Risk Assessment? Aminah (RSPO) mentioned that once the EU CBs agree, the document can be submitted to the RSPO Secretariat who will consult the CBs in Asia and will consolidate all comments. The RSPO Secretariat will more likely come up with a guidance and if there is a consensus amongst CBs, make it mandatory later.</p> <p>Roberta (BM Trada) asked how do CBs get access to RIF? Wan (RSPO) gave the RIF link and mentioned that CBs who have yet to get access to sign up at the link provided.</p> <p>Aminah (RSPO) announced that she is resigning from the RSPO by the end of the year. She also added that there has been a restructuring within the RSPO Secretariat and briefly introduced the new Assurance Director, Tiur Rumondang.</p> <p>Aminah (RSPO) thanked everyone who attended the meeting. The meeting adjourned at 1.30 pm.</p>	

Minutes taken by:	Minutes reviewed by:
<p>Name:</p> <ol style="list-style-type: none"> Aizat Affendi 	<p>Name:</p> <ol style="list-style-type: none"> Lílian García Lledó Ruzita Abd Gani
<p>Position:</p> <ol style="list-style-type: none"> Sr. Executive, Assurance Integrity Unit 	<p>Position:</p> <ol style="list-style-type: none"> Assurance Manager Europe SCC Manager
<p>Date: 14th December 2020</p>	<p>Date: 23rd December 2020</p>