
TERMS OF REFERENCE FOR MEMBERS OF SUPPLY CHAIN CERTIFICATION STANDARD TASK FORCE (SCCS TF)

1. Background

The Roundtable on Sustainable Palm Oil (RSPO) was formally established on 8 April 2004 under Article 60 of the Swiss Civil Code with a governance structure that ensures fair representation of all stakeholders throughout the entire supply chain in promoting the growth and use of sustainable palm oil through co-operation within the supply chain and open dialogue between its stakeholders as its principal objective.

Following the adoption of the P&C 2018 on 15 November 2018, it is crucial that the RSPO procedures and standards are continually updated to cater an increasing degree of distributed management for it to keep pace. This includes the need to revise the following documents related to the RSPO supply chain standard certification :

- RSPO Supply Chain Certification Standard 2014 (Revised 2017)
- RSPO Supply Chain requirements in P&C 2018
- Guidance Document for RSPO Supply Chain Certification of Food Service Company / Companies (single / multisite / group certification) (2018)
- RSPO Rules for Physical Transition of Oleochemicals and its Derivatives (2016)
- RSPO Rules on Market Communications & Claims (2019) (parts to be included in SCC Standard)
- Resolution GA15-6b: Requiring members involved in primary procurement (i.e. purchasing directly from a mill) to publish third-party supplying mills lists.

Aligning to ISEAL Code of Good Practice, the development of the RSPO SC certification standard shall follow the following principles

- Improvements
- Relevance
- Rigour
- Engagement
- Impartiality
- Transparency
- Accessibility

2. Aims and Objectives

The main aims and objectives of the SCCS TF are

- to review, integrate and update version of the Supply Chain Certification Standard (SCCS) documents as mentioned above;
- to evaluate the current practices and procedures related to Supply Chain Certification and suggest changes that facilitate its implementation in palm oil supply chains;

3. Representation

The SCCS TF representation may consist of seven (7) RSPO membership category (refer to Table 1). To ensure active participation from the members, it is recommended that the representatives are either the user of the standard or those who has direct impact by the standard. Each category will nominate their Representative(s) accordingly. The Representative then joins the SCCS TF on behalf of the constituent group, which nominated them. The Representative may also decide to nominate a deputy (“Alternate”) who will participate only when the substantive member is absent from SCCS Task Force meetings.

Each member of the Task Force shall be an RSPO Member and all members of the SCCS TF do need to abide by the Code of Conduct (CoC) for standard development activity which is attached in Annex 1. The CoC has to be signed by all representatives in the SCCS TF. The signed CoC must be forwarded to the RSPO Secretariat for records.

Table 1 - SCCS TF Representation

No.	Member Representatives by Interest Category
1	Palm Oil Growers including Smallholders representation
2	Consumer goods manufacturers
3	Environmental NGOs
4	Social NGOs
5	Retailers
6	Banks and investors
7	Processors and traders

The SCCS TF in its first meeting shall appoint a chairperson/co-chairs to lead the TF. The meeting shall also identify the secretariat for the TF. The chairperson/co-chairs and the secretariat shall be responsible to organise the TF meetings and facilitate submission of documents to the RSPO Secretariat for review and submission for BoG endorsement.

4. Roles and Responsibilities

Roles	Responsibilities
Chairperson	<p>a) To ensure all meetings of the SCCS TF are focusing on achieving the objectives of the SCCS TF and to ensure that they are being duly conducted in accordance with the requirements:</p> <ul style="list-style-type: none"> • SCCS TF Terms of Reference (ToR) • Code of Conduct (CoC) for individual members <p>b) To maintain proceedings in good order and to verify that transparency is maintained throughout by accurate reporting of SCCS TF progress to the RSPO BoG, including the posting of agreed documents on the RSPO website, press and other media outlets.</p> <p><i>Note: ToR and CoC will need to be discussed / modified and eventually agreed upon by SCCS TF Members. CoC has to be signed by each of the SCCS TF Member Representatives.</i></p>
SCCS TF Members	<p>a) Individual members must strive to meet the objectives of the SCCS TF set out above.</p> <p>b) Attend all meetings organized by the SCCS TF secretariat</p> <p>c) Actively participating in all physical and electronic discussions of the SCCS TF</p> <p>d) Actively participating in the interpretation process on behalf of their constituent group.</p> <p>e) Consulting with interested parties not directly represented in the SCCS TF and ensuring that their views are expressed within the discussions.</p> <p>f) Seeking to build consensus within the SCCS TF on how to address any issue which arises. Important: Members of the SCCS TF are there to represent an interest group, rather than just their own interests.</p> <p>g) There are to be no sitting allowances or other expenses.</p>
SCCS TF Secretariat / Facilitator	<p>a) Plan and prepare physical meetings</p> <p>b) Provide guidance to the Chair and Representatives on meeting and procedures</p> <p>c) Produce minutes of meetings and make accurate records of agreed indicators and guidance</p> <p>d) Submit in English, the draft SCC standard together with the comments received during public consultation and an indication how these were addressed in the standard, as well as the process report, to the RSPO Secretariat for RSPO BoG endorsement</p> <p>e) Facilitate for the public consultation periods</p> <p>f) Liaise with the RSPO secretariat to ensure full transparency and completeness of all documents for submission to RSPO Secretariat and posting on the RSPO website.</p>

5. Decision Making

All decision of SCCS TF will be made by Consensus. Consensus is defined as: the absence of any serious and sustained objection. Refer to section 9.2.2.2 of the RSPO Standard Operating Procedure for Standard Setting and Review (2017) for further guidance for the decision making.

6. Guidance on Processes, Timeframe and Outcomes

Below are the recommended flow and processes for the SCCS TF activities and deliverables:

Table 2 - Guidance on activities and deliverables

No.	Roles	Activities	Deliverables
1	RSPO Secretariat	Calling for the formation of the SCCS TF	<ul style="list-style-type: none"> - Email announcement to all key representatives of respective countries - Call for volunteers on RSPO website
2	Identified Key organisation	1st SCCS TF and Kick-off meeting <ul style="list-style-type: none"> - Selection of Chairperson - Roles definition, and task allocation - Briefing on objectives, ToR & CoC - Signing of CoC by all SCCS TF Members (Individuals) - Discuss activities, timeline and meeting schedule - Organize sub-groups meetings, if necessary - Wrap up and task allocation - Next meeting 	<ul style="list-style-type: none"> - Minutes of first meeting - SCCS TF Activities and Timeline, including Meeting Schedule - SCCS TF Member details (Name, Organization, Position, email) - Signed ToR of all Member Representatives - 1st Draft of SCC standard <p>Note: All document above has to be submitted to RSPO Secretariat within 10 working days from the date of meeting for publishing on RSPO Website. RSPO will not published the individual signed CoC</p>
3	All Members	2nd SCCS TF Meeting <ul style="list-style-type: none"> - Revisit pending actions on last meeting minutes - Standard Discussion - Next meeting 	<ul style="list-style-type: none"> - 2nd Draft of standard - Meeting minutes <p>Note: All document above has to be submitted to RSPO Secretariat within 10 working days from the date of meeting for publishing on RSPO Website</p>

4	All Members	<p>3rd SCCS TF Meeting</p> <ul style="list-style-type: none"> - Revisit pending actions on last meeting minutes - Standard Discussion: <ul style="list-style-type: none"> o Resolve conflicts o Finalize draft for Public Consultation (60 days) 	<ul style="list-style-type: none"> - 3rd Draft of standard - Meeting minutes - Standard draft in English for Public Consultation (60 days) <p>Note: All document above has to be submitted to RSPO Secretariat within 10 working days from the date of meeting for publishing on RSPO Website</p>
5	All members	<p>4th SCCS TF Meeting</p> <ul style="list-style-type: none"> - Revisit pending actions on last meeting minutes - Standard Discussion: <ul style="list-style-type: none"> o Discuss comments received during the 60-day public consultation period - Resolve conflicts, if any - Finalize Standard for Review by RSPO Secretariat, and seek Endorsement by RSPO BoG 	<ul style="list-style-type: none"> - 4th (Final) Draft of RSPO SC standard - Meeting minutes - Action by RSPO: <ul style="list-style-type: none"> o RSPO Secretariat to review the draft SCC standard and suggest improvement / changes, if any (~4 weeks), o RSPO BoG endorsement of SCC standard (~3 weeks) o Publish approved Standard on RSPO website (English; and Local Official Language where English is not a common language)

Note: the SCCS TF may decide to have less or more meeting depending on the needs.

7. Financial Assistance

Being a member of the SCCS TF is voluntary. The RSPO Secretariat will not pay fees for time spent participating in the SCCS TF or expenses incurred during physical meetings, public consultations, electronic consultations and telephone discussions.

SCCS TF is encouraged to adopt cost-effective methods in organizing meetings, including efforts to secure venue sponsorship from members for physical meetings, whenever possible.

SCCS TF members are requested by the RSPO Secretariat to cover their own expenses in attending the physical meetings. SCCS TF Secretariat if necessary, can apply for limited financial assistance from the RSPO Secretariat to carry out SCCS TF’s activities. Such request will be submitted to RSPO Secretariat in writing.

Annex 1: Code of Conduct (CoC) for Members of SCCS TF

It is fundamental to the integrity, credibility and continued progress of the SCCS TF that every member supports, promotes and works towards the production and use of Sustainable Palm Oil and the work of the Roundtable on Sustainable Palm Oil (RSPO).

Every member organization and individual must act in good faith towards this objective and commit to adhering to the principles set out in this Code. This Code applies to all Members of the SCCS TF.

Promotion and Commitment

Member organizations will acknowledge their membership of the SCCS TF and its objectives, the Principles and Criteria (P&C) of the RSPO and its implementation process through informed and explicit endorsement. Members of the SCCS TF will promote and communicate this commitment throughout their own organization.

Transparency

Members will not make any misleading or unsubstantiated claims about the production or use of sustainable palm oil. Members will commit to open and transparent engagement with interested parties, and actively seek resolution of conflict.

Breaches of this Code

Breaches of this Code may lead to exclusion from the SCCS TF. Members will seek to resolve grievances directly with other member organizations, and will not make unsubstantiated allegations of breaches against other members

Prior to taking public action in cases of unresolved allegations of breaches of this Code, members shall report breaches to the Chair of the SCCS TF and the Country Representative in RSPO Board of Governance, which will deal with the alleged breaches in accordance with the RSPO Grievance Procedure.

I acknowledge and agree with the terms in ToR and CoC above.

Signed by:

Witnessed by:

Name:

Name:

Organization:

Organization:

Date:

Date: