

Meeting Procedures – 12th May 2017

RSPO P&C Review Taskforce meetings - 2nd P&C Review, 2017-2018

**Meeting organizers &
facilitators**

RSPO Secretariat, Daemeter, Proforest

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1. Process timeline – revised

Following delay with the start of the process, this timeline was adjusted slightly from the earlier version as shown in ToR.

Item no	Activity	Location	Time frame
1	Preparatory report		May 2017
2	Task force establishment		April 2017
	SG briefing		April 2017
3	TF meeting 1 Draft 0 complete	Malaysia	May 2017 June 2017
	Outreach session	Europe – EURT	June 2017
	SG briefing		June 2017
4	TF meeting 2 Draft 1 complete Translation & consistency check	Indonesia	July 2017 August 2017 End-August 2017
5.	Public consultation 1 – online and WS (60 days) SG briefing		Sept–Oct 2017 Aug 2017
	Workshops	Malaysia Indonesia Europe Africa Latin America	Sept-Oct 2017
	Comment collation		November 2017
6.	TF meeting 3 Draft 2 complete Translation & consistency check	Indonesia – RT	End November 2017 Dec 2017 Dec 2017 – Jan 2018
7.	SG briefing Public consultation 2 – online and WS (30 days)		Jan 2018 Jan–Feb 2018
	Workshops	Malaysia Indonesia Europe Africa Latin America	Jan–Feb 2018
	Comment collation		Feb-March 2018
8.	TF meeting 4 Draft 3 complete	Malaysia	March 2018 April 2018
9.	Pilot tests and recommendations	Southeast Asia Africa	April 2018

	Final draft complete	Latin America	April-May 2018
	Sign-off by TF		May 2018
	SG briefing		May 2018
	BoG endorsement		June 2018
	Ratification by members	RSPO GA	November 2018

2. Rules for meeting participants

2.1. General Conduct

All meeting participants, whether substantive or alternate taskforce members, observers or technical experts and representatives from the RSPO Secretariat and the facilitators (Proforest and Daemeter) abide by the meeting procedures as set out in this document, sign the Code of Conduct [see ToR] and conform to the confidentiality clause within.

The P&C revision is likely to include a number of contentious issues. TF members should at all times be respectful of the opinions of other TF members and of the right of each member to share their expertise and opinions with the Group. TF members are requested to respect at all times the authority of the facilitators (Daemeter and Proforest) to assist the P&C Review process.

Recording, be it audio or video, of the meeting is only permissible to the RSPO Secretariat and the facilitators in order to subsequently generate the meeting minutes.

2.2. Substantives

Full and active participation is central to a well-functioning TF, and to the progress of its planned work programme; substantive members commit to attend all TF meetings unless prevented to do so by *force majeure*¹. Should a member be unable to participate, he/she should be replaced by their nominated alternate in that meeting, whom they shall brief on developments so far. Alternates should be nominated prior to the first TF meeting.

Substantives commit to fully engaging in the entire P&C Review process through active participation during the TF meetings, any activities they agree to conduct inbetween meetings (e.g. research on specific topic), briefing of the alternates in their sector (sub)group, engagement with their SG and BoG representatives and outreach to the stakeholders in their sector.

¹ *Force majeure* refers to any situation which could not have been avoided even with due care and planning by the TF participant (i.e. was outside of the control of the TF participant). Examples include natural disaster, family illness.

Substantives will be encouraged to participate also in the workshops during public consultation meetings in their region in order to further strengthen the sense of participation of other stakeholders.

They need to sign the Code of Conduct [see ToR] and commit to rules of confidentiality.

2.3. Alternates

Full and active participation is central to a well-functioning TF, and to the progress of its planned work programme; substantive members commit to attend all TF meetings unless prevented to do so by *force majeure*². Should a member be unable to participate, he/she should be replaced by their nominated alternate in that meeting. Alternates should be nominated prior to the first TF meeting.

In the interests of the effective progress of the TF it is not appropriate to send different alternates on each occasion that the named member cannot attend. A single alternate member may represent multiple substantive members only if from the same sector. A single alternate member may represent a different substantive member in a subsequent meeting only if from the same sector.

The TF substantive member is responsible for informing the RSPO Secretariat and the facilitators (Daemeter & Proforest) in writing and for fully briefing the alternate prior to the meeting. The replacing alternate undertakes to adhere to the procedures for substantives as outlined above in this document, and to give full feedback to the substantive TF member after the meeting.

Alternates are encouraged to attend all taskforce meetings even if the substantives are present. This will enable them to follow the debates in detail, thus avoiding repetition of discussions in subsequent meetings on issues that have already been settled. They will be seated in a designated section and may interact with the substantives during break times, but will remain silent when sessions are in progress. Attending in this capacity, at no time do they have a decision-making power or vote. Alternates, who wish to attend in this capacity, should notify the RSPO Secretariat and the facilitators (Proforest and Daemeter) in writing.

They need to sign the Code of Conduct [see ToR] and commit to the rules of confidentiality.

² *Force majeure* refers to any situation which could not have been avoided even with due care and planning by the TF participant (i.e. was outside of the control of the TF participant). Examples include natural disaster, family illness.

Alternates will be encouraged to participate also in the workshops during public consultation meetings in their region in order to further strengthen the sense of participation of other stakeholders.

2.4. Observers:

A maximum of 5 observers will be permitted per meeting, subject to prior approval by the RSPO secretariat and the facilitators. A maximum of 1 person per organisation is allowed. [Note: this is in addition to any alternates that may want to attend].

Observers have no voice when the meeting is in session, but may engage with the participations during break times. At no time do they have a decision-making power or vote.

They are seated in a clearly identified, separate observer section at the rear of the meeting room and they need to sign a Code of Conduct that will be distributed on the day and commit to the rules of confidentiality as detailed within.

2.5. Technical experts:

Technical experts may be invited to inform on specific topics, exclusively by the facilitators following a mandate by the TF. They are invited in order to add specific technical knowledge and have a voice concerning their topic of expertise during the meeting session.

However, they have no decision-making power or vote. They will be seated with the taskforce when their subject matter is being discussed or may be invited to present specifically.

They need to sign a Code of Conduct that will be distributed on the day and commit to the rules of confidentiality as detailed within.

3. The RSPO SOP for Standard Setting

The revised RSPO SOP for Standard Setting (2017) is expected to be approved by the RSPO BoG in June 2017 and this P&C Review process aims to align with that document, which will be circulated upon endorsement by BoG.

4. Decision-making

Decisions are made by consensus according to the RSPO official definition of consensus.

The alternative decision making process for situations of deadlock, as agreed upon by ISEAL in a teleconference with BoG members in May 2017 and to be included as such in the revised RSPO SOP for Standard Setting (2017) [see above], is as follows:

1. Unresolved issues from the TF can be brought to the P&C Review Steering Group (SG) for resolution
2. Any unresolved issues at the SG can be brought to the BoG for resolution
3. If the BoG could not resolve it, it will then be brought to the General Assembly, who will make a decision based on majority.

Deadlock on a single issue does not cause a standstill on the rest of the process and the TF is mandated to continue their work on other elements in the meantime.

5. Taskforce Members List

Yellow highlights indicate pending confirmation as of 11.05.2017.

Categories	Name
INA Grower	<i>Substantives:</i>
	1. Lim Sian Choo (BGA)
	2. Ismu Zulfikar (GAR)
	3. Rudy Prasetya (Tripiutra Agro Persada)
	<i>Alternates:</i>
	1. Wilton Simanjuntak (Goodhope)
	2. Irvan Panjaitan (CBI) -
3.	
MY Grower	<i>Substantives:</i>
	1. Mr Chew Jit Seng (Genting)
	2. Mr Sin Chuan Eng (KLK)
	3. Puan Sabarina Marzuky (Sime Darby)
	<i>Alternates:</i>
	1. Mr Tang Men Kon (Sime Darby)
	2. Miss Lee Kuan Yee (KLK)
3. Mr K Ilangovan (FGV)	

ROW Grower	<i>Substantives:</i>
	1) Olivier Tichit (SIPEF)
	2)
	3)
	<i>Alternates:</i>
	1) Audrey Lee (Olam)
	2) Alwi Hafiz (GVL)
3) Tulio Diaz (Agropalma)	
SH Grower	<i>Substantives:</i>
	Izham Mustafa (Felda)
	Dr Reza Azmi (Wildasia)
	Rosemary Addico (Solidaridad West Africa)
	<i>Alternates:</i>
	Ismail Samingin
	Jan Pierre Jarrin (Ciecopalma Ecuador)
Dani Rahadian (SNV Indonesia)	
Supply Chain	<i>Substantives:</i>
	Perpetua George (Wilmar)
	Petra Meekers (Musim Mas),
	Hugo Byrnes (Ahold Delhaize)
	Cheri Tan (Unilever)
	Lee Kuanchuan (Procter & Gamble)
	Ghislaine Nadaud (ABN AMRO, Singapore)
	<i>Alternates:</i>
	Alex Experton (Cargill)
	Bremen Yong (Apical)
	Belinda Howell (Retailers)
	Daniel May (FONAP/GIZ)
	CGM
	tbc (Stanchart)
ENGO	<i>Substantives:</i>
	Steve Krecik (Rainforest Alliance)
	Michelle Desilets (OLT)
	<i>Alternates:</i>
Jenny Walther-Thoss (WWF Germany),	

	Anne Rosenbarger (WRI)
	Faizal Parish (GEC)
SNGO	<i>Substantives:</i>
	Rukaiyah "Uki" Rafiq (Setara Jambi)
	Daryll Delgado (Verite SEA)
	Madeleine Brassler (Oxfamland)
	<i>Alternates:</i>
	Marieke Leegwater (Solidaridad)
	Lanash Thanda (SEPA)
	Marcus Colchester (FPP)

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