

MINUTES OF MEETING OF RSPO 11th Compensation Task Force

Minutes for RSPO CTF

Date: 14/04/2014 – 15/04/2014 (AM)

Start Time: 8.30 am

Venue: Santika BSD City Hotel, Serpong, Indonesia

Attendance

Members and Alternates

1. Olivier Tichit (OT, Sipef) – Co-chair
2. Anne Rosenbarger (AR, WRI) – Co-chair
3. Dato' Henry Barlow (HB, Independent)
4. Dr. Gan Lian Tiong (GLT, Musim Mas)
5. Peter Heng (PH, GAR)
6. Norazam Abdul Hameed (NAH, FGV)
7. Alexandra Booth (AB, Olam)
8. Tang Men Kon (TMK, Sime Darby)
9. Michal Zrust (MZ, ZSL)
10. John Payne* (JP, BORA)
11. Michael Brady** (MB, IFC)
12. Anders Lindhe (AL, HCV RN)
13. Dwi Muhtaman (DM, Jaringan NKT)
14. Chong Wei Kwang (CWK, GAR)

Invitees

1. Ling Chia Yi (LCY, Hap Seng)
2. Frankie Patrick (FP, Hap Seng)
3. Charlie Chow Kok Cheng (CC, Hap Seng)
4. Mohamad Pirabaharan (MP, Minamas)*
5. Dani Ikhsan Prasetyo (DP, Minamas)

With Apologies

1. Simon Siburat (SiS, Wilmar)
2. Adam Harrison (AH, WWF International)
3. Sophie Persey (SP, REA Kaltim)
4. Melissa Yeoh (MY, WWFM)
5. Reza Azmi (RA, WildAsia)

RSPO Advisors

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Secretariat Staff

Salahudin Yaacob (SY)

Asril Darussamin (AD)

Oi Soo Chin (OSC)

* Attended only on the 15th April 2014

** Attended only on the 14th and 15th (AM)
April 2014

Agenda

1. Opening meeting
2. Finalisation of compensation procedures
3. Finalisation of reporting template
4. Discussion on the timeline for staged implementation period
5. Compensation panel and TOR for LUC reviewers
6. Discussion on capacity needs & job description for Compensation Coordinator
7. Discussion on element of announcement
8. Presentation on Global Forest Watch Tool by Anne Rosenbarger, WRI
9. Closing meeting

Item	Description	Point Person
<p>1.0</p> <p>1.1</p> <p>1.1.1</p> <p>1.2</p> <p>1.2.1</p> <p>1.3</p> <p>1.3.1</p> <p>1.4</p>	<p><i>Opening Meeting by Co-chair</i></p> <p><u>Opening meeting</u> The co-chair opened the meeting by welcoming RSPO CTF members and participants. He requested members and participants to introduce themselves. He then briefly presented the agenda of the meeting.</p> <p><u>Approval of minutes of previous meeting</u> The members reviewed and approved the previous meeting notes/minutes.</p> <p><u>Update on endorsement of Remediation & Compensation Procedures & MPOA's sustained objection</u> SY provided updates on the endorsement of compensation procedures to TF members. He also informed members on the status of sustained objection from MPOA which was lifted recently. He then highlighted the objectives of the meeting and reminded members to finalise the procedures for staged implementation period.</p> <p><u>Action point</u> i. To upload approved meeting notes/minutes on RSPO website.</p>	<p>OSC</p>
<p>2.0</p> <p>2.1</p>	<p><i>Finalisation of compensation procedures</i> The TF members finalised the compensation procedures.</p> <p><u>Action point</u> i. To get RSPO legal advisor to redraft the legal notes. ii. Every New Planting Procedures (NPP) notification submitted to RSPO Secretariat without incorporating LUC analysis will be an issue in the future. Therefore it is important to highlight LUC analysis requirement in HCV assessment for RSPO NPP notification to Certification Bodies (CB). Secretariat to incorporate the requirement during revision of NPP.</p>	<p>OSC OSC</p>
<p>3.0</p> <p>3.1</p> <p>3.1.1</p> <p>3.2</p>	<p><i>Finalisation of reporting template</i> AR presented the revised reporting template for staged implementation period to members. The TF improved the revised template.</p> <p><u>Decisions made</u> To add new box in the template to capture remediation area as remediation is not part of compensation. AR suggested that this information should be supported with maps.</p> <p><u>Action point</u></p>	

Item	Description	Point Person
	<ul style="list-style-type: none"> i. AB to proof read the reporting template. ii. AR to revise the proof read reporting template. 	<p>AB AR</p>
<p>4.0</p> <p>4.1</p>	<p><i>Discussion on the timeline for staged implementation period</i> The CTF finalised the timeline for staged implementation period and roadshow programme. Detailed timeline for staged implementation period and roadshow programme are presented in Annex 1.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> i. AR, MB & AB to prepare presentation materials for roadshows. ii. AL, MZ & DM to review presentation materials prepared by presentation sub-group members (AR, AB & MB). iii. To translate presentation materials. iv. To update FAQ for Remediation & Compensation procedures 	<p>AR, MB & AB AL, DM & MZ OSC OSC</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><i>Compensation Panel and TOR for LUC reviewers</i> AR informed members on WRI's role in reviewing LUC analysis. AR explained that WRI will be taking the lead role temporarily in reviewing the LUC analysis submitted by grower members. She also suggested that other organisations/individuals be appointed to review LUC analysis when required. The TF discussed the role of compensation panel.</p> <p><u>Decisions made</u></p> <ul style="list-style-type: none"> i. The LUC reviewer does not get involved in decision making of compensation cases. ii. The LUC reviewer's role was to provide recommendations to the compensation panel. iii. During staged implementation period, Compensation panels will not be assigned to companies. iv. The LUC reviewer will report the results of LUC analysis to the CTF. <p><u>Action point</u></p> <ul style="list-style-type: none"> i. To prepare TOR for LUC reviewers. 	<p>AR</p>
<p>6.0</p>	<p><i>Discussion on Capacity Needs & Job Description for Compensation Coordinator</i> The CTF agreed that a Compensation Coordinator is required to manage compensation cases. The TF finalised the job description (JD) for a Compensation Coordinator prepared by SY. The CTF discussed the capacity needs for staged implementation period.</p> <p>CTF members highlighted their concerns on expertise needed to evaluate compensation proposal as the coordinator may only be able to review and process reports submitted by companies. Evaluating</p>	

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<p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.2</p> <p>6.3</p>	<p>compensation proposal was seen as a different set of skills that were not readily available.</p> <p><u>Suggestions</u> To solve the issue on skill sets required to evaluate compensation proposal, HB suggested to first hire a fulltime professional external consultant to understand the complexity and issues involved. He also recommended that grower should pay the external consultant to evaluate the compensation proposal. However, the grower cannot be paying directly to the consultant.</p> <p>AR agreed that an external consultant is necessary on a short term basis during staged implementation period as there may not be many companies which will proceed with compensation proposal/plan. She also highlighted that different skill sets are also required for remediation plans.</p> <p><u>Decisions made</u> i. WG agreed to discuss capacity issue with the IFC as they have access to many consultants. ii. WG agreed to tender compensation proposal evaluation consultancy on RSPO website.</p> <p><u>Action point</u> i. To get help from IFC on capacity issue. ii. To draft TOR / JD for compensation plans evaluator and submit to the IFC. iii. To prepare budget for hiring compensation coordinator and to start hiring immediately.</p>	<p>BHCVWG OSC OSC</p>
<p>7.0</p> <p>7.1</p>	<p><i>Discussion on Element of Announcement</i> CTF members discussed elements which should be covered in the staged implementation announcement on the RSPO website.</p> <p><u>Decisions made:</u> i. GLT and TMK highlighted their concerns on the dates of staged implementation. The WG agreed that the endorsement date of the procedures should remain the same and that the staged implementation date should be the date of the announcement of the procedures (1st of May 2014).</p>	
<p>8.0</p>	<p><i>Presentation on Global Forest Watch Tool by Anne Rosenbarger, WRI</i> AR presented the Global Forest Watch Tool and this was followed by question and answer session.</p>	

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9.	<i>Closing meeting</i> OT closed the meeting and reminded members on their actions and assignments.	

Attendance Sheet



Roundtable on Sustainable Palm Oil

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11th Meeting of RSPO CTF
14th – 15th April 2014
Hotel Santika BSD City Serpong, Jakarta

No.	Name	Organisation	Signature 14/4/14	Signature 15/4/14
1.	Mohamad Prabaharan	Muamas Sime Darby		
2.	Dan Ukhsin Prasetyo	Muamas		
3.	Tong Men Kon	Sime Darby Plantation T-j		
4.	DWIR MUHTAMAM	Rencana Asia/HCUMI		
5.	GAN LIAN TONG	PT Musim Mas		
6.	ALEXANDRA BOOTH	OCAM		
7.	ANDERS LINDBLAD	HCU RND		
8.	OLIVIER TICHIT	SIPCF		
9.	Anne Rosenbarger	WRI		
10.	Michael Brady	I.F.C.		
11.	Henry S. Rawlow	Independent		
12.	MICHAEL ZEUST	ZSL		
13.	John Payne	BORA		
14.	Chong Wei Kway	GAR		
15.	DONALD GRITING	FR		
16.	NORDAM ABDUL HAMEED	IFGV		
17.	Peter Hey	GAR		
18.	Oi Soo Chin	RSPO		
19.	LING CHIA YI	HAP SENG PLANTATIONS		

RSPO

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No.	Name	Organisation	Signature 14/4/14	Signature 15/4/14
20.	Charles Chow Kok Cheng	Hap Seng Plantations Holdings Berhad.		
21.	FRANKIE PATRICK	Hap Seng Plantations Bhd.		
22.	Salahudin Saad	RSPO		
23.	ASRI DARUSSAMIN	RILO		
24.	ASRI			
25.	ANDERS LINDHE	HUEN		
26.	Henry S. ...	South ...		
27.	Mohamad Piabaharan	Minamas		
28.	Lee Rishu	INS		
29.	Agam +	Sumitomo		
30.	Siam Choo Him	Bunntama		
31.	Peter Liu	Bunntama		
32.	Williem	SMART	X	
33.	Chong Wei Kwang	GAR		
34.	Peter Hey	GAR		
35.	Heskerlianus Pohan	SMART		
36.	Bambang Dwi Latomo	First Resources		
37.	Khalid Fahri Us	PTPN3		
38.	Tro Handoko			
39.				
40.				

Annex 1.

Table: Timeline for staged implementation period and element of announcement

Month	Month	Activities	Notes
Month 1	May 2014	Announcement	<p>1. Cover letter</p> <ul style="list-style-type: none"> - Highlight the timeline for the staged implementation period and clarify that after the LUC analysis has been approved, companies can voluntarily submit concept note for compensation plans and the CTF/BHCVWG will allocate panels. - Highlight the sections in compensation procedures - Background & introduction (refer to requirement and dates of approval and endorsement of compensation procedures) - Background for CTF (Objectives) - Objectives of staged implementation with timeline - Information submitted will not be made public <p>2. Supporting document</p> <ol style="list-style-type: none"> 1. Compensation procedures – English, Bahasa Indonesia, Spanish, French, Thai & Portuguese 2. ERE report 3. Reporting template – English, Bahasa Indonesia, Spanish, French, Thai & Portuguese 4. LUC reporting requirement - English, Bahasa Indonesia, Spanish, French, Thai & Portuguese 5. FAQ - English, Bahasa Indonesia, Spanish, French, Thai & Portuguese 6. Letter to be circulated to non-members about their LUC so that RSPO will have a better understanding of the extent of clearing by non-members. (Suggestion to get members to help circulate information to non-members).
Month 2	June 2014	Roadshows	
Month 3	End of July 2014	Disclosure	<u>First Year Activities</u>

Month	Month	Activities	Notes
Month 4	August 2014	-	<ul style="list-style-type: none"> • Vegetation coefficients definition for other countries (for Africa and Latin America) • MPOA's findings on economic implication • Additional independent study on economic implication • Detailed guidance on conservation projects for compensation (Concept note, proposal template, reporting template). • Additional guidance on remediation. • Reference list of case studies outside the palm oil industries. (Forest trends, conservation finance alliance and conservation measures partnership) • Finalise approved data and analysis of all reported LUC. Summary to be made public. No member specific information. • Develop an online system to accept and process submission. • To hire facilitator and organise public consultation forum.
Month 5	End of September 2014	Submission of LUC	
Month 6	Oct 2014	Reviewer and RSPO Sec summarised LUC data CTF reviews summary data Review draft of supporting documents.	
Month 7	Nov 2014	Presentation at RT12	
Month 8	Dec 2014	Finalise supporting document.	
Month 9	Jan 2015	1 st Regional stakeholder forum	
Month 10	Feb 2015	1 st Regional stakeholder forum	
Month 11	March 2015	CTF revise draft	
Month 12	April 2015	-	
Month 13	May 2015	Public consultation	
Month 14	June 2015	Public consultation	
Month 15	July 2015	CTF revise draft	
Month 16	Aug 2015	Final draft. To send doc to BoG for approval.	
Month 17	Sept 2015	-	
Month 18	Oct 2015	-	
Month 19	Nov 2015	RT13	
Month 20	Dec 2015	-	
Month 21	Jan 2016	-	
Month 22	Feb 2016	-	
Month 23	March 2016	-	
Month 24	April 2016	-	

Roadshow programme

Country	Date	Members	Location	Presentation Sub-group	
Indonesia	June 2014	Jaringan NKT WILMAR GAR/SMART WWF?	Palangkaraya Jakarta	Anne R. Michael Brady Alex - Africa	
Malaysia	June 2014	BORA FELDA Sime WWF?	Kuala Lumpur Sandakan	Anders – for comments Michal – for comments Dwi – review/ comments	To invite stakeholders from rest of the world.
Latin America	June 2014/ early July	Dabon Agropalma WWF			
Africa	June 2014/ early July	ZSL Olam Sime	Accra, Ghana		