

## Minutes of Meeting

### 13<sup>th</sup> Smallholder Working Group (SHWG) Meeting

**Date:** 18<sup>th</sup> September 2017

**Time:** 2.30 pm to 5.30 pm

**Venue:** via GoToMeeting (tele-conference call)

| No | Name                         | Initial | Constituency       | Organisation                           |
|----|------------------------------|---------|--------------------|--|
| 1  | Marieke Leegwater (Co-Chair) | ML      | Social NGO         | Solidaridad Network                    |
| 2  | Teoh Cheng Hai               | TCH     | Bank               | IFC (Alternate to Triyanto Fitriyardi) |
| 3  | Dr Lee Kuan Chun             | LKC     | Manufacturer       | Proctor and Gamble                     |
| 4  | Mareike Felix                | MF      | Retailer           | ALDI Einkauf GmbH & Co. oHG            |
| 5  | Ismail Samingin              | IS      | MY Grower          | FELDA                                  |
| 6  | Petra Meekers                | PM      | INA Grower         | Musim Mas                              |
| 7  | Ian Orell                    | IO      | RoW Grower         | NBPOL                                  |
| 8  | Margaretha Nurunnisa         | MN      | Env NGO            | WWF-Indonesia                          |
| 9  | Ofra Shinta Fitri            | OSF     | Env NGO            | INOBU                                  |
| 10 | Rukaiyah Rofiq               | RR      | Social NGO         | Yayasan Setara Jambi                   |
| 11 | Sheila Senathirajah          | SS      | Smallholder MY     | WildAsia                               |
| 12 | Rosemary Addicco             | RA      | Smallholder Africa | Solidaridad Network West Africa        |
| 13 | Julia Majail                 | JM      | Secretariat        | RSPO                                   |
| 14 | Aaina Karina M Senawi        | AKMS    | Secretariat        | RSPO                                   |
| 15 | David Wigand                 | DW      | Retailer           | ALDI Einkauf GmbH & Co. oHG            |

| No  | Discussion Notes  | Action Point |
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| 1   | <b>Welcome by Co-Leader</b>   |              |
| 1.1 | ML welcomes everyone. She expressed her appreciation to all SHWG members both to members who could participate in the meeting via GoToMeeting. This meeting was decided to commence via con-call as there were few members who were able to attend a physical meeting. She also reiterated that there are several important topics needed to be discussed as updates and decision to be made. |              |
| 1.2 | ML conveyed message from Pep who was not able to participate in the meeting as she was out-stationed in Europe.   |              |
| 1.3 | JM highlights that Ofra Shinta Fitri will be replacing Joko Arif from INOBU and Ismail Samingin replacing K. Ilangovan.   |              |
| 1.4 | All participated are agreeable with the 9 topics of the agenda.   |              |
| 2   | <b>Updates on Smallholder Strategy (Refer to Annex)</b><br>JM updated on the SH Strategy.   |              |
| 2.1 | To implement the SH strategy, firstly resources will need to be expanded within the RSPO secretariat. JM mentioned that the Secretariat is currently looking at the Governance Structure of the Strategy and it is under the COO purview. This include the suggestion to have a SH Standing Committee, at par with the other Standing Committee.  |              |
| 2.2 | TCH agrees it is critical to strengthen the structure now and it is a necessity to have a governance structure and there is urgency to have a lot of people on the ground. ML also agrees.  |              |
| 2.3 | ML asked on the timeline. JM says the Secretariat should be able to come up with an update before the next BoG meeting in November 2017.  |              |

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| <p>2.4</p> <p>2.5</p> <p>2.6</p>          | <p>TCH says looking at the 3 objectives, at this moment does RSPO or BoG have targets to achieve and the percentages of how many will go for certification. TCH says to consider have clear 5-year targets to monitor the effectiveness of the strategy. JM explained that whatever that is currently being done now within the Smallholder unit is feeding towards the overall implementation of the smallholder strategy e.g. smallholder academy – providing accessible training to smallholders; smallholder engagement platform – providing access to both smallholder and the market.</p> <p>LKC asked to clarify the roles and responsibility between SHWG and Standing Committee. ML explains based on her understanding that the SC will report to BoG, whereas the current SH Working Group reports into the Standing Committee Standards and Certification. It is commented that it should be avoided to have a SHWG and a SH Standing Committee. ML considers she expects that when a Standing Committee is formed, this will replace the SHWG. The difference will be that the group will more directly report to the BOG. It will be important to follow discussions on this point.</p> <p>JM mentioned that the SH Strategy was developed based on inputs received from SH and the members of SHWG. It is important to ensure that members of SHWG to communicate this within their networks and encourage our stakeholders to support the implementation of the Strategy.</p> | <p><b>AP1:</b><br/>RSPO Secretariat to come up with a 5-year targets to monitor the effectiveness of the Strategy.<br/><b>Action by:</b> Secretariat</p>                  |
| <p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> | <p><b>Updates on P&amp;C Review and the consideration on Smallholders (Refer to Annex)</b></p> <p>JM presented the progress updates of the P&amp;C Review process. Draft 1 of the P&amp;C 2018 is now available in the website. Similarly, a draft on “Consideration for Smallholders” draft is also now open for comments. The revision process is now at the stage of the 60-days public consultation.</p> <p>LKC asked for clarification on who developed the “Consideration for SH” draft and would like to understand the process how are they taking the comments to make it more inclusive in terms of feedback.</p> <p>IS explained that based on TF2 meeting in Bogor, the SH Reps in the TF was assigned to work on the draft of the “consideration for smallholders”. The TF SH Reps has been working on the draft together with the Consultant. JM will talk to the Consultant to seek clarity on the current process concerning matters related to smallholder within the P&amp;C Review process. Explanation will then be shared to all members of the SHWG.<br/>Action by JM &amp; ML.</p>   | <p><b>AP2:</b> To circulate the ToR of the group who worked on Considerations for SH document and list of current members of the group.<br/><i>Action by ML / JM.</i></p> |
| <p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> | <p><b>Updates on NPP for Smallholders (Refer to Annex)</b></p> <p>JM shares progress to date on the NPP for smallholders which aimed to be completed before the GA in Nov 2017.</p> <p>The NPP for SH document is currently undergoing a 60-day public consultation and been translated to various languages. The consultation closes on 30th October 2017.</p> <p>Coordination between this document and the outcome from the P&amp;C Review process should take place upon completion and endorsement of the P&amp;C 2018.</p>  |   |
| <p>5</p> <p>5.1</p>                       | <p><b>Updates on SH Academy (Refer to Annex)</b></p> <p>Since the last update on February 2017, we are now in the process of engaging content provider and to establish the Curriculum Development Committee (CDC) to provide inputs in developing curriculum.</p>  |   |

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| 5.2                                  | PM asked if the franchise is to be commercialised? JM clarifies the academy approach will be through social franchise but it is not for commercial purpose. The Academy belongs to RSPO and Aflatoun International is providing the service to RSPO. The issue on Intellectual Property Rights has been carefully discussed between RSPO and Aflatoun International as well as those who will be providing content for the Academy's curriculum.   | <b>AP3:</b> JM to talk to Aflatoun International on the term used 'franchise' as it will give an understanding that it is a commercial thing.<br><i>Action by JM.</i>   |
| 5.3                                  | ML asked if there is a need to set up a steering committee for this Academy. JM suggest discussing this in the next RSSF Panel Meeting on commercial use, IP and governance model.<br><i>Action by Secretariat.</i>  | <b>AP4:</b> To include this in the next RSSF meeting.<br><i>Action by: Secretariat</i>  |
| 6<br>6.1<br>6.2                      | <b>Updates on SH Engagement Platform (Refer to Annex)</b><br>6.1 The web developer has been engaged and the target is to have the platform ready by end of October 2017, and for a soft-launch during the RT15. MF clarifies that the Platform is a matching platform that allows retailers or industries that want to contribute to include smallholders, can look for a project or opportunity to contribute. At the same time groups of smallholders can indicate they have a project for which they are looking for support. Companies and donors will be the ones interacting on the website with any potential smallholders.<br>6.2 The platform will be showcasing SH projects globally including those under RSSF.   |   |
| 7<br>7.1<br>7.2<br>7.3<br>7.4<br>7.5 | <b>Updates on RT 2017 (Refer to Annex)</b><br>7.1 JM updates on the agenda for all programmes relating to smallholders and there will be booth for Smallholder.<br>7.2 Tentative plan to have a F2F meeting on Sunday, 26 Nov on Smallholder Academy, subject to availability of members of the committee.<br>7.3 As in the previous RT, SH will be invited to attend the event (with 20 from Thailand, 20 from Indonesia, 12 from Malaysia and 2 from PNG/Solomon Island).<br>7.4 ML suggest having a short SHWG meeting on 27 November on updates on relevant and decisions made or required. IO, LKC, TCH, IS also agrees. TCH highlights that the 12 <sup>th</sup> SHWG minutes were not highlighted during this meeting. Best to have that in the next meeting.<br>7.5 TCH suggest referring to RT5 for information on how to facilitate world café sessions if we intend to organise a "clinic" based on world café concept. | <b>AP5:</b> JM to share the detailed programme of 27 and 29 Nov 2017 for WG to provide comments on.<br><i>Action by JM.</i>   |
| 8<br>8.1<br>8.2<br>8.3               | <b>Updates on Independent SH Credit Trade (Refer to Annex)</b><br>8.1 Brief development that the price of smallholder credit dropped for the last 6 months.<br>ML says that the drop is still being identified as it may be because of the transfer of system or else. Perhaps also one of the contributing factor is the communication from RSPO is rather slow.<br>8.2<br>8.3 SHWG recommends creating an extension period of 6 months for holders of independent SH credits. To also review the situation end of March 2018, when new system has run over a year.   | <b>AP6:</b> To improve website to better explain ISCSPO credits and ISPKO credits (before RT).<br><i>Action by AS</i><br><b>AP7:</b> To explore creation of an extension 6-month period for ISH credits holders.<br><i>Action by: AS/JM</i> |

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|      |  | <p><b>AP8:</b> To plan a review on the performance of the trading platform starting March developing potential recommendations for improvement.<br/><i>Action by: AS/JM</i></p> |
| 9    | <p><b>GHG for SH - reaction to the ERWG Recommendation</b> (<i>Refer to Annex</i>)</p>   |   |
| 9.1  | <p><b>Decision:</b> For C5.6, SHWG agrees that it should remain not applicable for the smallholders and not to make it a voluntary submission. Seconded by IO, PM, ML, LKC and TCH.</p>  |   |
| 9.2  | <p><b>Decision:</b> For C7.8, JM will need to further seek clarification how the threshold determined the threshold.<br/>JM explains if SHWG and ERWG agree with the changes, a decision paper will be submitted to the BoG on the proposed changes for endorsement. All SHWG are agreeable with the proposal to submit the paper.</p>   | <p><b>AP9:</b> JM to clarify on the threshold provided by the ERWG with JT.<br/><i>Action by JM.</i></p>  |
| 10   | <p><b>Taskforce for RaCP on Smallholders</b> (<i>Refer to Annex</i>)</p>   |   |
| 10.1 | <p>JM explains that the point is raised on the recommendation by the BHCVWG to:</p> <ul style="list-style-type: none"> <li>• To continue the role of the members of the TF working on the HCV 7.3 to also be in the RaCP for SH Taskforce. They are: <ul style="list-style-type: none"> <li>○ Marieke Leegwater (Solidaridad)</li> <li>○ Triyanto (IFC)</li> <li>○ Ofra Shinta Fitri (INOBU)</li> <li>○ Rukaiyah Rafiq (YSJ)</li> <li>○ Ian Orrell (NBPOL) – nominated Sander (NBPOL)</li> <li>○ Ismail Samingin (FELDA)</li> </ul> </li> <li>• A meeting will be called by BHCVWG to discuss the following <ul style="list-style-type: none"> <li>○ Terms of reference of the TF</li> <li>○ Timeline to work on this issue</li> </ul> </li> </ul> |   |
| 10.2 | <p><b>Decision:</b> All SHWG agreed this recommendation to proceed.</p>  | <p><b>AP10:</b> JM to inform BHCVWG of SHWG decision on the matter<br/><i>Action by JM.</i></p>   |
| 11   | <p><b>AOB</b></p>  |   |
| 11.1 | <p>ML asked the feedback from the members regarding to having meeting via on-line. Most of the members prefer a physical meeting.</p>  | <p><b>AP11:</b> Send doodle poll to vote to have meeting around RT15 (26 ,27,28 Nov 2017).<br/><i>Action by AKMS.</i></p>   |
| 11.2 | <p>Members also proposed to have brief (about 2 hours) SHWG f2f meeting around the RT15 event. TCH clearly emphasise on the point to ensure to always revisit the minutes of meeting to avoid any duplication.</p>   |   |

Meeting ended at 5.30 pm.

Minutes taken by Aaina Karina Mohamed Senawi.

Annex: 13<sup>th</sup> SHWG Meeting slides