

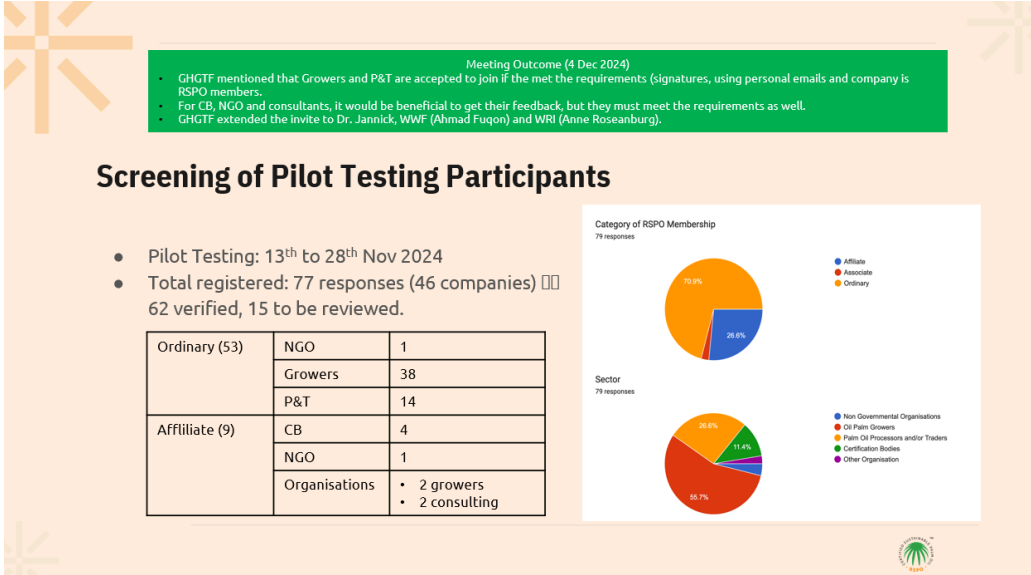
Minutes of the Meeting

Subject : 1st Greenhouse Gas Task Force (GHGTF) Meeting
 Date : 4th December 2024, Wednesday with the respective time at 2:00-3:53pm (MYT)
 Venue : Zoom meeting (Virtual)

Name	Organisation	Status
William Siow	IOI	Substantive
Low Sim Loo	IOI	Alternate
Foo Siew Theng	Wilmar International	Substantive
Azizul bin Rahman	Wilmar International	Substantive
Hadi Susanto	Musim Mas	Substantive
Derrick Jovannus	Musim Mas	Alternate
Henry Cai	Permata Hijau Group	Substantive
Elaine Chan	SD Guthrie	Substantive
Lynette Tan	BASF SE	Substantive
Aloysius Suratin	RSPO Secretariat	Secretariat
Ashton Lim Suelee	RSPO Secretariat	Secretariat
Wong Yi Jin	RSPO Secretariat	Secretariat
Lydia Tan	RSPO Secretariat	Secretariat
<i>Absent with apologies:</i>		
<i>Yen Hun Sung</i>	<i>RSPO Secretariat</i>	<i>Secretariat</i>
<i>Akmal Arif Razali</i>	<i>RSPO Secretariat</i>	<i>Secretariat</i>
<i>Gregor Pasda</i>	<i>BASF SE</i>	<i>Alternate</i>
<i>Gotz Martin</i>	<i>Golden Agri Resources (GAR)</i>	<i>Alternate</i>
<i>Rifki Noor</i>	<i>Golden Agri Resources (GAR)</i>	<i>Substantive</i>
<i>Lai Wei Shoon</i>	<i>IOI</i>	<i>Substantive</i>

The objective of the meeting was to officially present the outcome from the Standard Steering Committee's decision in regard to the previously known Greenhouse Gas Working Group-2's updated Terms of Reference document, the screening of registered PalmGHG V5 Pilot Test's participants as well as the PalmGHG V5 Manual. This meeting minute shall be read together with the "*RSPO GHGTF 1st Meeting_v1_3 Dec 2024_post*" deck (only for GHGTF's use).

No	Agenda	Main Discussion Points	Action Points	Progress Update
December 4th, 2024, Wednesday				
1.0	Opening Remarks	The Secretariat and the Chairman welcomed the GHGWG (thereafter known as Greenhouse Gas Task Force (GHGTF)) members into the meeting and presented the agenda for the meeting.	For your information.	
2.0	Overview of the agenda, review, and approval of the previous meeting's minutes (MOM), and action progress Refer to the deck from slides 2-7	<p>The Secretariat outlined the agenda for the meeting and informed the members on:</p> <ul style="list-style-type: none"> ● RSPO Antitrust Statement ● RSPO Consensus-based Decision-Making Clause ● RSPO Declaration of Conflict of Interest <p>The meeting minutes from the 18th GHGWG2 meeting ("18th MoM") were reviewed for adoption. The Secretariat highlighted that a separate meeting had been held to address gaps in the Land Use Change (LUC) calculation, where a preliminary consensus was reached. This consensus was shared with the GHGWG members through the documents "[Decision Making on LUC] GHGWG 18th Meeting Post-Meeting Deck" and "Decision-Making on Land Use Change Emission GHGWG Meeting Minutes_Final." A Google form was also sent out, and full consensus was obtained from all substantive members. The unanimous result was shared in a separate document to update the GHGWG members. Following this, the Secretariat updated the PalmGHG V5 calculator in preparation for the PalmGHG V5 Pilot Testing materials.</p>	The review of the 18th MoM was proposed by Wilmar International and seconded by SD Guthrie.	
3.0	SSC Meeting Outcome on GHGWG ToR Refer to the deck from slides 8-9.	<p>The Secretariat shared and congratulated the outcome of SSC's decision to accept the Terms of Reference, with one amendment: the members formerly referred to as Greenhouse Gas Working Group-2 (GHGWG) members will now be designated as Greenhouse Gas Task Force (GHGTF) members.</p> <p>The Secretariat explained SSC's rationale for the transition:</p> <ul style="list-style-type: none"> ● GHGWG members have prioritised the PalmGHG V5 calculator and its alignment with the GHG Protocol to meet international sustainability standards. ● The composition of GHGWG, primarily Oil Palm Growers and Processors & Traders (P&T), reflects the tool's primary user base, aligning with the technical focus of a Task Force. 	The Secretariat is to take note of the acknowledgement of the GHGWG-2 efforts in PalmGHG V5 materials, i.e., the manual.	Ongoing.

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December 4th, 2024, Wednesday																		
		<p>The Secretariat also welcomed a GHGTF member who was converted from an observer to a GHGTF member.</p> <ul style="list-style-type: none"> The Chairman highlighted the importance of recognising GHGWG-2 members' contributions to the development of the PalmGHG V5 calculator. A GHGTF member agreed with SSC's decision in becoming a GHGTF, as this would allow technical experts to be invited. 																
4.0	<p>PalmGHG V5 Pilot Testing</p> <p>Refer to the deck from slides 10-20.</p>	<p><u>Topic 1. Screening of Pilot Testing participants.</u></p> <p>The Secretariat presented the overview of the targeted participants registered for PalmGHG V5 Pilot Testing, whereby Non-Governmental Organisations (NGO), growers, P&T, and Certified Bodies under ordinary and affiliate were targeted via website announcement and email blast; refer to Figure 1.</p> <p>Figure 1. Overview of the Pilot Testing Screening results</p>  <p>Meeting Outcome (4 Dec 2024)</p> <ul style="list-style-type: none"> GHGTF mentioned that Growers and P&T are accepted to join if they met the requirements (signatures, using personal emails and company is RSPo members). For CB, NGO and consultants, it would be beneficial to get their feedback, but they must meet the requirements as well. GHGTF extended the invite to Dr. Jannick, WWF (Ahmad Fuqon) and WRI (Anne Roseanburg). <p>Screening of Pilot Testing Participants</p> <ul style="list-style-type: none"> Pilot Testing: 13th to 28th Nov 2024 Total registered: 77 responses (46 companies) □□ 62 verified, 15 to be reviewed. <table border="1" data-bbox="719 1150 1117 1334"> <tbody> <tr> <td rowspan="3">Ordinary (53)</td> <td>NGO</td> <td>1</td> </tr> <tr> <td>Growers</td> <td>38</td> </tr> <tr> <td>P&T</td> <td>14</td> </tr> <tr> <td rowspan="3">Affiliate (9)</td> <td>CB</td> <td>4</td> </tr> <tr> <td>NGO</td> <td>1</td> </tr> <tr> <td>Organisations</td> <td> <ul style="list-style-type: none"> 2 growers 2 consulting </td> </tr> </tbody> </table>	Ordinary (53)	NGO	1	Growers	38	P&T	14	Affiliate (9)	CB	4	NGO	1	Organisations	<ul style="list-style-type: none"> 2 growers 2 consulting 	<p><u>Topic 1.</u></p> <p>The Secretariat to further validate participants who did not have their company email domain and justification is required to those who do not, prior to sharing the pilot testing materials.</p> <p>The Secretariat extended the invite to Dr. Jannick, WWF and WRI for Pilot Testing.</p> <p><u>Topic 2.</u></p> <p>The Secretariat to remove the columns which include the name, organisation, company and sector from the PalmGHG V5 feedback form.</p>	<p>Ongoing.</p> <p>Done.</p> <p>Done.</p>
Ordinary (53)	NGO	1																
	Growers	38																
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		<p>The Secretariat proceeded to present the categorised responses, identifying participants who had not provided a written signature on the Non-Disclosure Declaration Agreement or had signed using text. Participant email addresses were validated through the GHG email system, as automated messages from PalmGHG V4 are sent via the GHG email or general inquiries are handled through this channel. Additionally, participants' identities were verified through online validation.</p> <ul style="list-style-type: none"> ● The Secretariat asked the GHGTF if participants with e-signed text should be filtered out; the GHGTF members agreed to keep those signed in the participants list for the pilot testing. ● A GHGTF member emphasised the need to reconfirm participants without a company domain email (e.g., @gmail.com) and suggested that those using personal email addresses should provide justification, acknowledging that this could apply to smaller companies. The member also proposed that the Secretariat prioritise reconfirmation of participants in the following order: growers, processors and traders (P&T), and consultants. ● A GHGTF member expressed concerns about the PalmGHG V5 calculator being opened for non-active PalmGHG calculator users, the GHGTF members discussed and concluded the PalmGHG Pilot testing would be open for comment, as other organisations may have their own methodology in their sustainable reports. ● The Chairman requested the Secretariat to contact Dr. Jannick, given his prior involvement with the earlier version of the PalmGHG calculator, as well as representatives from the World Wide Fund (WWF) and the World Resources Institute (WRI). The Secretariat acknowledged that the identified consultant and organisations were already included in the targeted contact list for PalmGHG Pilot Testing registration and confirmed that an invitation would be extended to them. <p><u>Topic 2. PalmGHG V5 Feedback Form</u></p> <p>The Secretariat presented the PalmGHG V5 Feedback form to the GHGTF members, refer to Figure 2.</p>	<p><u>Topic 3.</u> The Secretariat to increase the limit to 3 estates for estate emissions.</p> <p><u>Topic 4.</u> The Secretariat to include and highlight a clause on how the PalmGHG V5 feedback would be managed in the email.</p> <p>The Secretariat to extend the feedback submission deadline to 15th January 2024.</p>	<p>Done.</p> <p>Done.</p> <p>Done.</p>

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December 4th, 2024, Wednesday

Figure 2. Overview of the PalmGHG V5 Feedback Form

Meeting Outcome (4 Dec 2024)
GHGTF suggested to remove the column to include name, organization, company and sector.

PalmGHG V5 Feedback Form

3 tabs for feedback

- Name
- Company
- Designation/Position
- Sector
- General Comments
- PalmGHG Calculator
 - Categories of comment
 - Comments/Suggestions

No.	Name of Commentator (in your organization form)	Organization Name (in your organization form)	Position/ Designation	Sector	PalmGHG Component (in your organization form)	Categories of Comment	Comment Suggestion
1							
2							
3							
4							
5							

No.	Name of Commentator (in your organization form)	Organization Name (in your organization form)	Position/ Designation	Sector	PalmGHG Component (in your organization form)	Categories of Comment	Comment Suggestion
1							
2							
3							
4							
5							

PalmGHG V5 Feedback Form

- The GHGTF members suggested removing the name, organisation, company and sector column to allow less input needed from the PalmGHG V5 Pilot Testing participant.

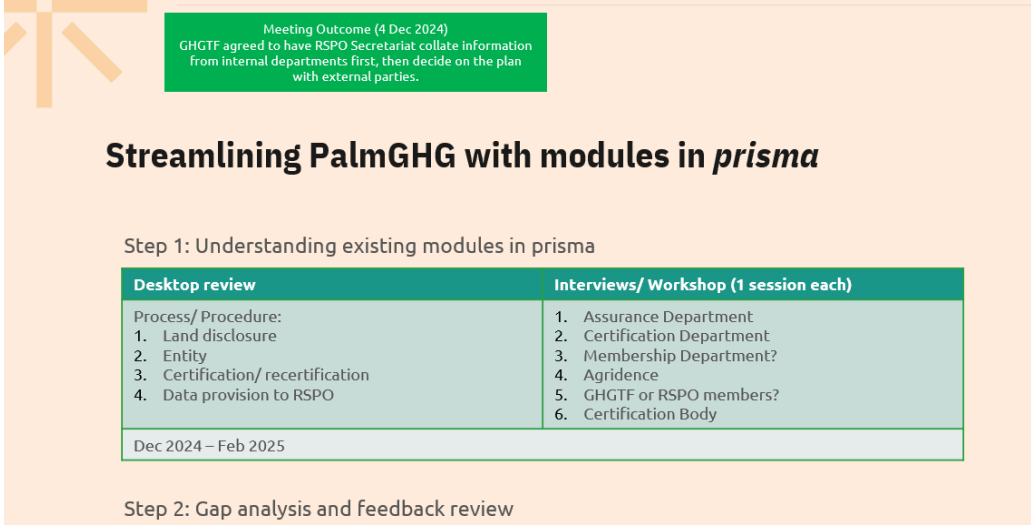
Topic 3. PalmGHG V5 Calculator


The Secretariat presented the clean PalmGHG V5 Calculator which includes a tab for instructions in using the PalmGHG V5 Calculator excel tool. The PalmGHG V5 Excel calculator is limited to 1 estate (“Own Plantation”) and the cells are locked except those in data input cells.

- A GHGTF member inquired whether the formulas in the locked cells would still be visible. The Secretariat confirmed that they would be. The GHGTF members agreed to have the locked cells visible so that the formulas can be seen and checked by the participants.
- The GHGTF members discussed and suggested a total of 3 estates. It is encouraged to have the participants fill in for different supply bases (Own

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		<p>Plantation, Group Plantation estate and 3rd party estate) to allow better representation and check the accuracy of the calculator.</p> <ul style="list-style-type: none"> No data input sheets, and default values sheets are required at this pilot testing stage. <p><u>Topic 4. Email draft to the participants.</u></p> <p>The Secretariat presented the email draft structure to the GHGTF members, outlining the introduction and instructions, materials for review, definitions of feedback categories, clause on the feedback obtained, methods for collecting feedback, and submission deadlines.</p> <ul style="list-style-type: none"> The GHGTF member suggested highlighting on how the PalmGHG V5 feedback should be managed, to set an expectation to the participant i.e. if their feedback would be considered in this revision or the subsequent revision. The Secretariat and the GHGTF discuss their concerns on the PalmGHG V5 pilot testing phase to be during the festive holidays. In conclusion, the GHGTF agreed to extend the PalmGHG V5 feedback submission deadline to 3 more days (15th January 2025) and may further extend if there is a low participation. 		
5.0	<p>PalmGHG V5 Guidance Document</p> <p>Refer to the deck from slides 21-22</p>	<p>The Secretariat announced the first draft of PalmGHG V5 manual was sent to the GHGTF members for their review. A walkthrough of the outline of the manual was done, Foreword; Acknowledgements; Chapter 1: Evolution of PalmGHG Calculator; Chapter 2: Introduction to PalmGHG V5; Chapter 3: Using PalmGHG V5 and Frequently Asked Questions (FAQ).</p> <p>The Secretariat explained the process of how the 1st draft of PalmGHG V5 manual came about, the Secretariat referred to PalmGHG V4 manual as a base and has enhanced to include instructions for the auditors (in Chapter 3) and provided guidance on GHG emission calculation methodology, calculation boundaries and references (in Chapter 2), the Secretariat highlighted Agridence would provide the content on Chapter 3 and update the FAQ. Further details can be referred to PalmGHG V5 Manual_03122024.</p>	<p>The GHGTF member to provide the previous guidance document to the Secretariat.</p> <p>The Secretariat to send the guidance document to Agridence.</p> <p>The name of the document may be</p>	<p>Done.</p> <p>Done.</p> <p>Ongoing.</p>

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		<ul style="list-style-type: none"> ● The GHGTF members mentioned there was a guidance detailing the methodology for GHG emission calculation but was not able to be found in the RSPO website, the Secretariat asked the GHGTF members to share the documents. ● The Secretariat asked the GHGTF members if the PalmGHG V5 should be called a guidance or manual, as this encompasses both. The GHGTF members discussed and mentioned that the current draft is inclined as a guidance, but this would be decided at a later date where necessary. ● The Chairman inquired what is the scope of GHGTF's review process, the Secretariat replied the scope of GHGTF's review is to focus on the entire Guidance document, except for Chapter 3 and FAQ of the PalmGHG V5 Manual. ● The Secretariat asked for more clarity on the development of the PalmGHG V5 guidance document and asked if Agridence can review and develop for Chapter 3 and FAQ whilst GHGTF reviews the entire Guidance document, except for Chapter 3 and FAQ. The GHGTF members agreed with the review process to be done concurrently. 	<p>subject to change if necessary.</p> <p>The GHGTF to review the guidance document, concurrently with Agridence's development of Chapter 3 and FAQ.</p>	Ongoing.
6.0	<p>AoB</p> <p>Refer to the deck from slides 23-29</p>	<p><u>Topic 1. PalmGHG Timeline & Implementation Plan</u></p> <p>The Secretariat presented PalmGHG Timeline and implementation plan with the following points:</p> <ul style="list-style-type: none"> ● The Secretariat provided an update on PalmGHG V5 integration into <i>prisma</i>, whereby frequent coordination with Agridence for clarifications and updates were still ongoing. ● PalmGHG V5 Pilot Test remains on schedule. ● Plans for aligning PalmGHG with other <i>prisma</i> modules were to be further discussed under Topic 2. ● The Secretariat mentioned the socialisation plan would kickstart soon and will be updated in the next GHGTF meeting. <p><u>Topic 2. Streamlining PalmGHG with modules in <i>prisma</i></u></p>	<p><u>Topic 1.</u> Secretariat to keep updated on <i>prisma</i> and the timeline for other tasks to GHGTF members.</p> <p><u>Topic 2.</u> The Secretariat to present findings from the desktop review and interviews/workshop with RSPO Secretariat</p>	<p>Done.</p> <p>Ongoing.</p>

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		<p>The Secretariat presented the plan for the first 2 steps of streamlining PalmGHG with modules in <i>prisma</i> whereby the deadline is the end of February 2025. A desktop review and interviews or workshop would be conduct with the following targeted personnel, refer to Figure 3.</p> <p>Figure 3. The first two steps the plan in streamlining PalmGHG with modules in <i>prisma</i>.</p>  <ul style="list-style-type: none"> The Secretariat clarified with a GHGTF member that the scope of work would focus on modules linked to PalmGHG within the <i>prisma</i> system. The Secretariat proposed conducting a desktop review and internal workshops or interviews within the RSPO Secretariat before sharing the findings with the GHGTF members. Following this, workshops involving external parties would be planned. The GHGTF members agreed with this approach. <p><u>Topic 3. Potential Collaboration with World Resources Institute (WRI) Indonesia</u></p> <p>The Secretariat mentioned WRI Indonesia has reached out to the Secretariat to understand the PalmGHG V5 calculator and proposed to collaborate as WRI Indonesia is developing a GHG calculator for Indonesia Palm Oil Growers and have conducted a</p>	<p>personnel to the GHGTF members in the next meeting.</p> <p><u>Topic 3.</u> The Secretariat signed an NDA with WRI Indonesia to initiate exploratory conversations on this potential collaboration.</p> <p><u>Topic 4.</u> GHGTF members to provide feedback on RSPO’s revised research agenda.</p> <p><u>Topic 5.</u> The Secretariat to send the GHGTF’s Code of Conduct for their signature.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Done.</p>

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		<p>few rounds of pilot testing. The objective of the collaboration is to standardise the GHG calculation for palm oil companies due to multiple reporting e.g. RSPO, ISCC, ISPO, SBTi etc. The Secretariat shared more details on the engagement, refer to Figure 4.</p> <p>Figure 4. Details on WRI Indonesia’s development of the GHG calculator.</p>  <ul style="list-style-type: none"> ● The Secretariat asked if the GHGTF members knew about WRI Indonesia’s GHG calculator and if they had participated in their pilot testing, a GHGTF member replied they had heard about this but was not involved. ● The Chairman expressed his concern on having a clear objective to avoid friction i.e. not agreeing to certain components with the PalmGHG calculator, and highlighted the collaboration should be done by mutual agreement. The GHGTF members agreed the GHG calculators are catered towards different users and hence the objective is different. ● A GHGTF member expressed interest in this collaboration as this may be helpful when a RSPO downstream calculator is needed. 		

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		<ul style="list-style-type: none"> • A GHGTF member expressed concern if this collaboration would align with the deliverables written in the ToR and the objective of the GHGTF. <p>The GHGTF members concluded for the Secretariat to sign a NDA to kickstart exploratory conversations for this potential collaboration, and obtain more information from WRI Indonesia first</p> <p><u>Topic 4. Revised Research Agenda</u></p> <p>The Secretariat followed up from the previous meeting and reminded the GHGTF members to provide their feedback for RSPO's revised research agenda by 31st January 2025.</p> <p><u>Topic 5. Signing of Code of Conduct for GHGTF</u></p> <p>The Secretariat congratulated the GHGTF members and prompted the Code of Conduct to be sent to the GHGTF to sign and officially become a member of the GHGTF.</p>		
7.0	Closing and Next Step Refer to the deck on slide 30	<p>The Secretariat summarised the meeting and shared the proposed plan and agenda for the next meeting that was agreed by the GHGTF members. This includes the pilot testing updates, UAT 1, PalmGHG V5 manual, streamlining PalmGHG with modules in <i>prisma</i> and updates with external parties.</p> <p>The Secretariat adjourned the meeting earlier than scheduled and mentioned that the second GHGTF meeting may be held during the week of January 13th or 20th, following the PalmGHG V5 Pilot Testing feedback submission deadline.</p>	For your information.	

Meeting adjourned at 3.53pm MYT