

MINUTES OF MEETING (DRAFT)

31st SSC Meeting

Time: 1500 - 1730 (MYT)

Date: Thursday, 27th October 2022

Venue: Zoom Meeting <https://zoom.us/j/97239622672> Meeting ID: 972 3962 2672 Passcode: %g%88b

ATTENDEES

Name	Initial	Organisation	
1. Lim Sian Choo (Co-Chair)	LSC	Bumitama Group	Grower (INA) - Substantive
2. Olivier Tichit (Co-Chair)	OT	Musim Mas	P & T - Substantive
3. William Siow	WS	MPOA/IOI	Grower (MY) – Substantive
4. Mohammed Dao	MD	OLAM Group	Grower (RoW) – Alternate
5. Librian Angraeni	LA	Musim Mas	P & T – Alternate
6. Ian Orrell	IO	NBPOL	Grower (Smallholder) - Substantive
7. Sander Van den Ende	SvE	SIPEF	Grower (RoW) – Substantive
1. Julia Majail	JM	RSPO Secretariat	
2. Javin Tan	JT	RSPO Secretariat	
3. Leena Ghosh	LG	RSPO Secretariat	
4. Prasad Vijaya Segaran	PVS	RSPO Secretariat	
5. Nithya Zachariah	NZ	RSPO Secretariat	
6. Nur Adilla	NA	RSPO Secretariat	
7. Azlinah Al-Aydeross	AA	RSPO Secretariat	
8. Siti Nurhayati Kamaruddin	SN	RSPO Secretariat	
9. Azamuddin Hassan	AH	RSPO Secretariat	
<i>Absence with apology:</i>			
1. Anne Rosenbarger	AR	WRI	ENGO – Substantive
2. Jenny Walther-Thoss	JWT	WWF Singapore	ENGO – Substantive
3. Brian Lariche	BL	Humana	SNGO – Substantive
4. Nurul Hasanah	NH	FGV	Grower (MY) – Alternate

AGENDA

Time	Item	Agenda	PIC
1500 - 1505	1.0	Opening	Co-Chairs
	1.1	Acceptance of agenda	
	1.2	RSPO Antitrust Law	
	1.3	RSPO consensus-based decision making	
	1.4	RSPO Declaration of Conflict of Interest	
1505 - 1515	2.0	Confirmation of the 30th MoM on 22nd Sep 2022	Co-Chairs
	2.1	Matters arising from the previous meetings	
	2.2	Action Tracker	
	2.3	Progress Update WG/TF/SG under SSC	
1515 - 1600	3.0	For Endorsement	JT
	3.1	Resolution GA18-2c: Assessing the Robustness of the RSPO Mass Balance Model	
	3.2	RSPO Free, Prior, Informed Consent (FPIC) Guide (2022)	

1600 - 1645	4.0 4.1 4.2 4.3	For Update Standards Review 2022/2023 Drainability Assessment Training Human Rights Working Group Strategy	JT SNK LG
1645 - 1655	5.0 5.1 5.2	Any Other Business Meeting on 1 December 2022 SSC Meeting in 2023	
1700		END	

DISCUSSION:

No.	Description	Action Points (PIC)
1.0	Opening	
1.1	The Chairs welcomed everyone to the meeting and presented the agenda of the meeting.	
1.2	The RSPO Antitrust Law, consensus-based decision making, and Declaration of Conflict of Interest were read out to the Committee.	
2.0	Confirmation of the 30th MOM SSC on 22nd Sep 2022	
2.1	<u>Confirmation of Minutes of Meeting</u> Page 4, Item 3.2, second paragraph was amended according to the changes shared by LSC via email. The minutes of the meeting were endorsed subject to the correction mentioned above.	Secretariat to correct the minutes of the meeting. Action by: Secretariat
2.2	<u>Matters arising from the previous meetings</u> Progress from the last meeting and action trackers were presented. No comments were received from the SSC.	
2.3	<u>Progress Update WG/TF/SG under SSC</u> The progress update for the WG/TF/SG Committee was presented. No comments were received from the SSC.	
3.0	For Endorsement	
3.1	<u>Resolution GA18-2C: Assessing the Robustness of the RSPO Mass Balance Model</u> The Secretariat presented the study on Resolution GA18-2C. The two key resolutions are: <ul style="list-style-type: none"> Conduct an independent study 	

- to identify and investigate the inherent structural and business limitations in the current Mass Balance (MB) model for both the FFB supplies and the supply chain model schemes (emphasis on implementation of Indicator 2.3 of P&C 2018 & existing practices and models in other certification schemes)
- to propose a set of recommendations to enhance the robustness and the accessibility of the Mass Balance system, including the expected minimum level of safeguards required for the non-certified materials entering MB supply chains; Look at the communication guidelines on the MB Model
- to propose amendments and recommendations based on the findings from the independent study, to the relevant RSPO guidance and procedure.

Progress done so far by Proforest:

- A member survey was deployed in late July 2022.
- Targeted interview was conducted with respective members, co-chairs of Standing Committee and SRWG.
- 2 consultation sessions were conducted with the Secretariat with the resolution proponents
- Initial findings were presented to the SSC on 22 Sept 2022 and to the RSPO Secretariat on 12 Sept 2022.
- Final comments received from resolution proponents on 21 Oct and Proforest is currently finalising the study report.

The 4 key recommendations from the report:

- Strategic positioning of MB to secure strategic and policy-level alignment with key RSPO stakeholders on role, positioning and development of MB model (i.e., MB as an intermediate measures)
- Specific measures to strengthen current MB requirements (i.e., implementation of indicator 2.3 and to include deforestation measures; supply chain level 1:1 conversion rule; minimum certified portion in the MB)
- Focus on strengthening requirements for the uncertified portion (i.e., improve traceability at mill and supply chain level)
- Integrating more robust MB into wider sector transformation measures (i.e., enhanced traceability features of RSPO (PalmTrace) to support the RSPO members' accessibility to necessary data and create a sufficiently supportive framework to reach proper due diligence practices)

The SSC highlighted that:

- The report is not comprehensive enough and did not consider the implication of the recommendations. There needs to be a review of the

<p>3.2</p>	<p>risk.</p> <ul style="list-style-type: none"> ● It did not consider the imperfection of every single marketplace. The idea that the market is perfect, and everyone can be certified is not true. ● There was not enough time to consider the document and share/consult with their caucuses. ● The topic on supply chain level 1:1 conversion rule should be shared with the Market Development Standing Committee (MDSC) for their opinion and consideration. If the impacts are not considered, it will create disruption of the supply and demand. This 1:1 conversion rule requires the supply chain to discuss in totality and need data experts to know what the actual scenario is and what is the implication when implementing the rule. <p>Decision The document is not endorsed. The Secretariat proposed to have a session with the MDSC to discuss topics in the study that have not been covered and the data needed to substantiate the recommendation. The Secretariat will share the report with MDSC. SSC members will provide more feedback to the Secretariat after going through the document.</p> <p><u>RSPO Free, Prior, Informed Consent (FPIC) Guide (2022)</u> The Secretariat presented the timeline for the development of the FPIC Guide. The key changes between the 2015 FPIC Guide and 2022 FPIC Guide are:</p> <ul style="list-style-type: none"> ● The length of the document has been reduced significantly from 123 to 65 pages. ● The new guide is aligned with the 2018 P&C FPIC requirements and referenced made to other key documents (e.g., NPP 2021, guide on HCSA requirements for the RSPO 2022) ● FPIC 2015 version was too wordy, technical and academic. It has been converted to a visual and process-based approach. ● The FPIC Process was summarised into 4 key flowcharts. The flowchart references users to specific sections of the guide to address relevant stages of FPIC implementation. ● The document became more user friendly and included visuals and flowcharts. ● It also included recommendations and case study with detailed explanation. ● Guidance on conflict resolution and grievance mechanism was included. ● The references were included as footnotes (providing a clear resource to the user) and hyperlinks were included to reference documents. ● FPIC Process was divided into 5 stages; Stage 1: Preparation and investigation, Stage 2: Assessments, Stage 3: Negotiation, Stage 4: Implementation and Monitoring, Stage 5: Verification 	<p>Schedule a meeting with MDSC to discuss the findings for feedback.</p> <p>Action by: Secretariat</p>
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	<p>The SSC commented:</p> <ul style="list-style-type: none"> ● On Page 30, with regards to the demonstrable rights, there should be some documents as a reference to acknowledge demonstrable rights. The Committee suggests including letters of acknowledgement in the ‘Take Note’ box. ● On whether the guide is for new or existing plantations and if it is going to be applied retrospectively, it might not be implementable. The Secretariat clarified the intention of the guide is as guidance that the FPIC to be implemented comprehensively. LA would like to consult with the team on this issue and will revert by 1 week. ● That the document be sent for proofreading. <p>Decision The Secretariat will make the changes to the document accordingly and seek approval via email.</p>	<p>Amend the document accordingly and seek approval from the SSC members via email. Action by: Secretariat</p>
<p>4.0</p>	<p>For Update</p>	
<p>4.1</p>	<p><u>Standards Review 2022/2023</u></p> <p>The Secretariat presented progress updates of the Standards Review 2022/2023.</p> <ul style="list-style-type: none"> ● The Standards Review Task Force (TF) has full memberships of 24 substantive members and 24 alternate members. 1 virtual meeting and two 3-day physical meetings have been conducted. ● 3 Technical Committees (TC) have been formed: People, Planet and Smallholder Technical Committee, to support the Standards Review process. ● There are 27 members for the People TC and six 2 hourly virtual meetings have been conducted. They will be specifically looking at Principle 4 and 6, the adoption of ILO and the applicability of Decent Living Wage. ● There are 23 members for the Smallholder TC, specifically looking at the Independent Smallholder Standards and Principle 7 for Scheme Smallholders. ● There are 20 members for Planet TC, specifically looking at Principle 7 and HCV/HCS assessment for HFCC. ● From the 1st TF meeting, consensus was obtained for the definitions of growers and medium growers as well as the applicability of RaCP. ● What has been done so far: <ul style="list-style-type: none"> - Ensuring alignment across the document which includes merging, dropping and moving indicators to align with the relevant criteria and principle and made reference to relevant guidance documents and tools. - Ensuring clarity under the labour subject. TF members have 	

expanded criteria and indicators to align with ILO requirements and to provide better clarity on the intended impact for compliance check.

- Terminology used is standardised, phases of criteria & indicator, correct language was used, and terms are indicated with definition.
- Users' Specific – the applicability of standards across four types of users was assessed: mill-with-own-plantation, growers (>500ha), medium growers (50-500ha), smallholders (scheme & ISH).

Secretariat highlighted that:

- TF members are in favour of coming up with a single document capturing relevant standards applicable to specific users. This can lead to simplicity, good for communication and public perception purposes.
- Smallholder definition and smallholder typology were discussed.
- RaCP applicability on smallholders was discussed, whether independent smallholders should apply compensation or not and how to facilitate collaborative compensation efforts.
- Guidance development tools should be developed with interim measures to be captured and lead time to be determined.
- These key points will be brought to the public consultation to seek more inputs.

The Secretariat also provided updates for the 2nd Steering Group Meeting that was held on 7 October 2022.

Next Step:

- The 1st Public Consultation will be launched for 60 days, from 1st November to 31 December 2022. 11 physical consultation workshops are planned around Latin America, Africa and Southeast Asia.
- The 2nd round of TC will be happening between February/March 2023 to discuss the inputs received during the Public Consultation.
- The 3rd TF meeting will be held on 21-23 March 2023 in Jakarta to produce the 2nd draft of the document.
- The second Public Consultation will be scheduled in May 2023.
- For the upcoming meetings, the Secretariat will ensure that the location of the TF meetings is more accessible and will notified the members earlier to minimise any difficulties for the members to attend. Secretariat will also discuss with the facilitator to explore other means to promote full participations.
- The RSPO website has been updated to provide advance information on the public consultation. The 1st draft of the document will be uploaded on the website from 1 November and few translated languages will also be made available.

<p>4.2</p> <p>4.3</p>	<ul style="list-style-type: none"> ● The Secretariat is seeking the support from the SSC members to reach out to their network to participate in the Public Consultation. <p><u>Drainability Assessment Training</u></p> <p>The Secretariat presented updates on the Drainability Assessment Procedure Training.</p> <ul style="list-style-type: none"> ● The RSPO Drainability Assessment (DA) Procedure was developed by the Peatland Working Group 2 (PLWG2) and is applicable to all RSPO members with existing and/or future acquisitions of existing Oil Palm (OP) plantations on peat. ● In line with the requirements of Indicator 7.7.5 of the 2018 Principles and Criteria (P&C), this procedure is to be conducted five (5) years prior to the replanting of existing OP planted peat area and will provide companies with the remaining years before reaching the drainage base (ground water level), with the intention of providing companies with ample time to improve peat management and/or phase out OP on peat. ● Under the Climate Change Unit, the trainings were organised with Wetlands International and two full day virtual trainings were conducted for Indonesia and Malaysia. Two days of classroom and field-based learning for each training will also be conducted, i.e., three physical training – one in Malaysia and two in Indonesia. ● The training aims to ensure participants understand the purpose of carrying out drainability assessment and are able to conduct the drainability assessment on their own. ● 1st online training in English was done on April 21, followed by the training in Indonesia on October 11 and December 13. The physical training will take place next year in Indonesia on January 25 and February 8 and March 1 in Malaysia. The training is a work in progress, currently looking for potential host. <p><u>Human Rights Working Group Strategy</u></p> <p>The Secretariat presented updates on the Human Rights Working Group Strategy (HRWG).</p> <ul style="list-style-type: none"> ● HRWG 2021-2023 Strategy has been updated to use consistent terminology and aligned with the updated HRWG ToR (endorsed by SSC – 9 May 2022) ● It is an internal document to guide focus and operation of the HRWG and its Subgroups. The main changes to the document are for Goal 1, Goal 3, Goal 4. 	
<p>5.0</p>	<p>Any Other Business</p>	
<p>5.1</p>	<p>Meeting on 1st December 2022</p> <p>The SSC Meeting on 1st December 2022 clashes with the RT and General</p>	<p>Send a doodle poll for suggested</p>

5.2	<p>Assembly. The Secretariat will send a doodle poll with suggested dates for the meeting in December.</p> <p>SSC Meeting in 2023 The Secretariat will come up with suggested dates for the monthly SSC meeting in 2023. Secretariat will share the schedule via email to seek consensus and block the dates accordingly.</p>	<p>meeting date in December Action by: Secretariat</p> <p>Share the suggested date for monthly SSC Meeting in 2023 via email Action by: Secretariat</p>
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MEETING ENDED AT 1650 MYT