

## MINUTES OF MEETING OF RSPO

### 31<sup>st</sup> RSPO BHCVWG MEETING

**Date:** 22<sup>nd</sup> & 23<sup>rd</sup> March 2016

**Start Time:** 9.00 am

**Venue:** Capri by Fraser Hotel, Kuala Lumpur, Malaysia

**Attendance:**

<p><b><u>Members and Alternates</u></b></p> <ol style="list-style-type: none"> <li>1. Alindra Gerald Sintik (AS, WWFMY)</li> <li>2. Audrey Lee (ALMF, OLAM)</li> <li>3. Darmawan Liswanto (DL, FFI)</li> <li>4. Dwi R. Muhtaman (DwM, Remark Asia)</li> <li>5. Ginny Ng (GN, WILMAR)</li> <li>6. Hari Priyadi (HP, Remark Asia)</li> <li>7. Harjinder Kler (HK, Hutan)</li> <li>8. Henry Barlow (HB, Independent)</li> <li>9. Jennifer Lucey (JL, SEARRP)</li> <li>10. John Payne (JP, BORA)</li> <li>11. Lanash Thanda (LT, SEPA)</li> <li>12. Lee Swee Yin (LSY, SIME)</li> <li>13. Melissa Yeoh (MY, FGV)*</li> <li>14. Michal Zrust (MZ, Daemeter)</li> <li>15. Paulina Villapando (PV, HCVRN)</li> <li>16. Richard Kan (RK, GAR)</li> <li>17. Simon Siburat (SiS, WILMAR)</li> <li>18. Tang Meng Kong (TMK, SIME)</li> <li>19. Yeong Kok Leong (YKL, SEARRP)</li> </ol> <p><b><u>Absent with Apologies</u></b></p> <ol style="list-style-type: none"> <li>1. Adam Harrison (AH, WWF INT)</li> <li>2. Agus Purnomo (AP, GAR)</li> <li>3. Anne Rosenbarger (AR, WRI)</li> <li>4. Cahyo Nugroho (CN, FFI)</li> <li>5. Gan Lian Tiong (GLT, MM)</li> <li>6. Glen Reynolds (GR, SEARRP)</li> <li>7. Elizabeth Clarke (EC, ZSL)</li> <li>8. Marcus Colchester (MC, FFP)</li> <li>9. Michael Brady (MB, IFC)</li> <li>10. Norazam Abd Hameed (NaH, FGV)</li> <li>11. Melissa Yeoh (MY, FGV)*</li> <li>12. Olivier Tichit (OT, SIPEF)</li> </ol> <p>*attended only on Day 2</p>	<p><b><u>RSPO Advisors</u></b></p> <p><b><u>Secretariat Staff</u></b></p> <ol style="list-style-type: none"> <li>1. Oi Soo Chin (OSC, RSPO)</li> <li>2. Dillon Sarim (DS, RSPO)</li> <li>3. Julia Majail (JM, RSPO)</li> <li>4. Salahudin Yaacob (SY, RSPO)</li> </ol> <p><b><u>Observer</u></b></p> <ol style="list-style-type: none"> <li>1. William Siow (WS)</li> </ol> <p><b><u>Invited speaker</u></b></p> <ol style="list-style-type: none"> <li>1. Gabriel Eickoff (GE, Forest Carbon)</li> <li>2. Risa Syarif (RSF, AKSENTA)</li> <li>3. Resit Sozer (RSZ, AKSENTA)</li> </ol>
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Item	Description	Point Person
	<p>On section 15, JP highlighted that the vacancy for a grower seat in the WG should be discussed. Since the last meeting, the Latin American growers have expressed interest to contribute to the WG discussions. However, the secretariat has not received any names from the Latin American growers. Due to the distance factor, a potential Latin American grower member would only be able to attend two out of the four scheduled meetings per year.</p> <p>PV commented on section 7.0.5. The HCV guidance for independent smallholders has not been endorsed. Instead, the process was endorsed by the BHCVWG.</p> <p><b>Action points:</b></p> <ol style="list-style-type: none"> <li>1. To make necessary correction and upload minutes onto the website.</li> <li>2. To check with AL on the status of the action points for section 7.</li> </ol>	<p>Secretariat</p> <p>Secretariat</p>
<p><b>2.0</b></p> <p>2.0.1</p> <p>2.02</p>	<p><b>2.0 Update on LUCA &amp; Social Liability Submissions</b></p> <p>DS presented the update on LUCA and social liability submission.</p> <p>MZ commented that there seems to be a notable increase in the Final Conservation Liability (FCL) figure compared to the last update. He requested some clarifications on:</p> <ol style="list-style-type: none"> <li>1. The number of members using the new matrix</li> <li>2. The basis for the termination of African Lion Agriculture Limited</li> <li>3. The reason of why there was a decrease of the number of companies with liabilities</li> <li>4. An update on the issue with the Latin American growers LUCCA (using coefficient 1)</li> </ol> <p>DS clarified that:</p> <ol style="list-style-type: none"> <li>1. The number of members using the new matrix is 30</li> <li>2. The basis of the termination of ALA is due to land clearance after May 9<sup>th</sup> 2014, which automatically expels a member</li> <li>3. The decrease of the number of companies with liabilities is due to the grouping of subsidiaries under parent companies</li> <li>4. The Latin American growers which are subjected to using coefficient 1 have already submitted complete LUCCAs</li> </ol> <p>ALMF requested the secretariat to pay more attention to the new members. The RSPO's requirement is not very easy to follow and it can be challenging for them to comply with every single requirement in time. SiS suggested RSPO to meet with the new members.</p>	

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	<p>On social liability disclosure, DS highlighted that the participation is extremely low. The guidance document that was prepared by a small group in response to the members' requests for guidance was not utilised. According to DS, the members felt that the guidance document made the exercise more complicated. In the end, the company disclosed the social liability using the original disclosure template.</p> <p>SiS commented that the guidance confused members. For example, FPIC guidance is requested during the period of Nov 2005 – Nov 2007, when in actual fact, the FPIC processes did not exist yet. Hence, the WG requested to further revise the guidance to avoid such confusion.</p> <p>A small group (SiS, TMK, LT, RK and DwM) was tasked to improve the social liability guidance. The final version was circulated and the WG especially, MC was given until 30/03/2016 to make final comments before it is ready to be shared with the members.</p> <p>Decision made:</p> <ol style="list-style-type: none"> <li>1. For the submission of SOP and Social Liability, members can write to the RSPO requesting for an extension.</li> <li>2. Extension is not more than three months.</li> </ol> <p>Action points:</p> <ol style="list-style-type: none"> <li>1. Secretariat to send a reminder email to the members on the deadline of the submission of SOP and Social Liability.</li> <li>2. Secretariat to follow up with an announcement of the extension of deadline for the submission of SOP and Social Liability</li> <li>3. WG members especially MC to provide comments on the social guidance by 30/03/2016</li> <li>4. The secretariat to share the final approved guidance document with the members once it is available</li> </ol>	<p>Secretariat</p> <p>Secretariat</p> <p>WG</p> <p>Secretariat</p>
3.0	<p><b>3.0 Update on status of pending RaCP guidance document</b></p> <p>OSC provided an update on the pending RaCP guidance document. She mentioned that the consultant would be presenting the LUCCA guidance document in the afternoon session.</p>	
4.0	<p><b>4.0 Discussion on compensation plan and LUCCA issues</b></p> <p>OSC presented to the group on the challenges the secretariat and compensation panels face with the compensation plan and the LUCCA. There are four challenges:</p> <ol style="list-style-type: none"> <li>1. Landscape approach LUCCA proposed by Proforest</li> </ol>	

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	<p>2. Proposal to evaluate concept note</p> <p>3. Compensation project: within country vs within province</p> <p><u>Landscape approach LUCA proposed by Proforest for cases in Africa</u> This was discussed during the update on LUCA for independent smallholder session by HCVRN.</p> <p><u>Proposal to evaluate concept note</u> The WG agreed not to get the proposal evaluator to evaluate the concept note.</p> <p><u>Compensation project, within the same country only?</u> OSC reminded the group that this was already discussed at length at the previous meeting in Jakarta. The decision taken was to have the compensation project within the country. Reasons include the complexity with the conversion of monetary values. TMK mentioned that, while the decision is to have all the compensation project within country, there may be exceptional cases. He added that this decision by the BHCVWG was not written in any of the procedure document. The WG agreed to draft a short explanatory note on this matter.</p> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. MZ to draft a short explanatory note on the BHCVWG's decision to have all compensation projects within the country.</li> </ol>	MZ
5.0	<p><b>5.0 Update on LUCA for independent smallholders and next step for smallholder compensation procedures</b></p> <p>OSC informed the WG that the RSPO has conducted 2 LUCCAs for FPS MRM and Sapta Tunggal Mandiri. While the LUCCA for Sapta Tunggal Mandiri is still ongoing, the LUCCA report for FPS MRM is ready. The next step for FPS MRM is for the RSPO to meet with the SH group manager and its members to present the LUCCA findings.</p> <p>The RSPO has recommended for SH individuals with liability to be removed from the certification scope until a specific compensation procedure for SH is ready.</p> <p>ALMF commented that the compensation for smallholders is very challenging. DL agreed and highlighted to the WG that often, SH opening HCV areas as those are the only areas left for them to develop.</p>	

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	<p>Speaking from experience, SiS commented that compensation deters the participation of SH. The compensation procedure for SH needs to be planned carefully and with the involvement of the SHWG.</p> <p>GN agreed and highlighted the importance of the WGs to work together to design the compensation procedure for SH.</p> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. The secretariat to keep the WG informed of the next SHWG meeting</li> </ol> <p>Smallholders and HCV</p> <p>PV presented the update on smallholders and HCV. She highlighted some of the few challenges the HCVRN has identified:</p> <ol style="list-style-type: none"> <li>1. NPP requires ALS for all, this includes SH. It was proposed that SH should be allowed to use the 7.3 simplified procedure if they want to expand to small areas (a size threshold needs to be decided) in low risk situation.</li> <li>2. Any oil palm that is already planted by SH (whether before or after 2010) should be considered as existing plantings, hence addressed by 5.2 rather than 7.3 – the WG needs to agree on this</li> <li>3. It is unclear whether the group members with more than 50Ha in a certified group can use the simplified 5.2 HCV methodology. It was proposed that all farmers for group certification, except scheme SH to use the simplified 5.2.</li> <li>4. Unclear definitions of SH (outgrowers, independent, scheme). It was proposed to define scheme SH based on situations where it is reasonable to expect the company to commission and pay for ordinary HCV assessments.</li> <li>5. What is expected from the SH on the LUCA requirements? The HCVRN is proposing to use landscape-level LUC for SH.</li> </ol> <p>ALMF addressed another challenge with regards to SH and HCV. The fact is that, the number of individual SH in a group is constantly changing. The size of the group SH farms differ from time to time even after the HCV assessment. The group needs to discuss how to tackle this.</p> <p>DwM suggested to add ‘maximum area’ covered in each district to counter the problem highlighted by ALMF. For example, smallholders may only have 100Ha, but this should not be a problem as the set maximum covered area is 500Ha.</p>	<p>Secretariat</p>

Item	Description	Point Person
	<p>OSC advised the WG to involve the SHWG in tackling challenges such as highlighted by ALMF.</p> <p>SIS commented on HCVRN approach on smallholders with regards to HCV assessment. The probability indicators were very interesting, however, it needs to be more explicit.</p> <p>DL requested more information on how the maps were compiled. GN requested HCVRN to provide the methodology how the compilation of the maps was done.</p> <p>Action points:</p> <ol style="list-style-type: none"> <li>1. HCVRN to share the methodology how the compilation of the maps was done</li> </ol>	PV
6.0	<p><b>6.0 New mechanisms for efficient compensation in the Indonesian sustainable commodities sector</b></p> <p>GE presented a presentation on Sustainable Commodity Compensation Fund (SCCF). This is a new mechanism proposed by Forest Carbon for efficient compensation in the Indonesia sustainable commodities sector.</p> <p>Forest Carbon proposed two compensation options namely:</p> <ol style="list-style-type: none"> <li>1. Forest equivalent land bank</li> <li>2. Carbon equivalent</li> </ol> <p>MZ proposed that the WG work on pilot testing this proposal as he sees that this could be the solution to many related issues in the WG. He added that the trial period (1 year) could produce more result for further discussion and improvement.</p> <p>The WG agreed to have a small sub-group to discuss on the proposal by Forest Carbon. This sub-group is led by MZ with RK, PV, DwM, &amp; HB.</p> <p>Action plans:</p> <ol style="list-style-type: none"> <li>1. Sub-group to discuss on Forest Carbon’s proposal.</li> </ol>	MZ and sub-group
7.0	<p><b>7.0 Presentation on LUCA guidance &amp; supporting docs</b></p> <p>OSC provided a quick update on the LUCA guidance. At the 30<sup>th</sup> BHCVWG meeting the 1<sup>st</sup> LUCA guidance was presented to the WG. The WG provided their comments and the consultant was contacted again to revise the guidance based on the comments</p>	

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	<p>received. At RT 13, GN, AR and the secretariat organised a short meeting with AKSENTA to address the WG's comments.</p> <p>AKSENTA presented on the LUCA guidance and supporting documents to the WG.</p> <p>There were some comments on the new LUC template revised by AKSENTA. The WG commented that the new LUC template is rather complex and would like to see it get simplified.</p> <p>On section 13 of the guidance, MZ and his team at Daemeter commented that this section is very brief. Section 13 is the most crucial and should be brought forward in the beginning of the guidance. On the reporting template, a step-by-step on how to fill the reporting template should also be available at the beginning of the guidance.</p> <p>The WG decided that the guidance should be reviewed by the WG members (those with GiS team) and present any comments in two weeks. Comments are to be submitted to the secretariat.</p> <p>Action points:</p> <ol style="list-style-type: none"> <li>1. WG members with GiS capacity to provide comments on the LUCCA guidance prepared by AKSENTA in two weeks. Comments are to be submitted to the secretariat.</li> <li>2. Secretariat to share the final LUCA guidance documents with the participants of the GiS workshop in Jakarta. Comments are to be submitted to the secretariat in two weeks.</li> </ol>	<p>WG</p> <p>Secretariat</p>
<p><b>8.0</b></p>	<p><b>8.0 Update on public consultation report</b></p> <p>OSC updated the WG on the public consultation report prepared by Daemeter. The commenters' names are to be removed from the document and the document would be uploaded on the website.</p> <p>Action points:</p> <ol style="list-style-type: none"> <li>1. To remove the commenter's names from the public consultation report</li> <li>2. To upload the public consultation report on the website</li> </ol>	<p>Secretariat</p> <p>Secretariat</p>
<p><b>9.0</b></p>	<p><b>9.0 Discussion on BHCVWG Workplan Projects</b></p> <p><u>Project 1 – Social and Environment HCVs guidance</u></p> <p>The sub-group assigned to evaluate the proposals received presented the results to members.</p>	

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	<p>GN informed the WG that the next steps are to request the successful tenderer to submit:</p> <ol style="list-style-type: none"> <li>1. a full, revised proposal in two weeks</li> <li>2. a time bound plan of one year</li> </ol> <p>GN highlighted that the content of the proposal is to be expanded to other regions of the world as the current proposal only covers Indonesia. LT commented that with the current budget, there is little possibility for the proposal to cover other regions. JL agreed. She commented that, with the limited budget, field data will have to come from Indonesia, however, the proposal should have global review.</p> <p>DL raised an issue with the problems with Col. He highlighted the importance of ensuring members with Col are not involved in the discussion. GN agreed.</p> <p>Action points:</p> <ol style="list-style-type: none"> <li>1. To contact the successful tenderer to submit a revised, full proposal, as well as the time bound plan (1 year) in two weeks</li> </ol> <p><u>Project 2 – Guidance on SH and Environmental Monitoring</u></p> <p>GN informed the group that this project will be merged with the SEIA guidance for smallholders which the SHWG is currently putting out for tender. The budget from Project 2 will be used to support the project.</p> <p><u>Project 3 – Guidance for HCV, NI on the inclusion of country specific land tenure issues (Malaysia and Indonesia)</u></p> <p>GN informed members that there were two proposals received.</p> <p>Both proposals are not satisfactory as the proposals are too country specific. Organisation X was exclusively focusing on Indonesia, with little focus on the Malaysia. Meanwhile the proposal from organisation Y was exclusively for Malaysia.</p> <p>Since both proposals were not satisfactory, the WG agreed to have the secretariat to inform the consultants that they did not pass the WG’s requirement.</p> <p>SiS provided an update on IPOP with regards to register HCV into the government process. Currently, IPOP is writing a technical guideline on HCV to be proposed to the ministry. He commented that the BHCVWG should not waste any more money to conduct</p>	<p>Secretariat</p>

Item	Description	Point Person
	<p>similar project which is already conducted by the RSPO members. He then suggested RSPO (RILO) to work with IPOP on this.</p> <p>The WG agreed with SiS suggestion. TMK suggested to have SiS to link both IPOP and RSPO (RILO) on this collaboration. GAR as a member of the IPOP will support WILMAR as the BHCVWG members on this matter.</p> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. SiS to write to IPOP secretariat to kick start the collaboration.</li> <li>2. Secretariat to inform the two organisations that they did not manage to get the project.</li> </ol>	<p>SiS</p> <p>Secretariat</p>
<p>10.0</p>	<p><b>10.0 Discussion on appointment of compensation plan evaluator</b></p> <p>OSC informed the WG that the secretariat has received two proposals for the compensation plan evaluator post. The cost proposed by the two consultation firms vary tremendously. The WG discussed the TOR extensively.</p> <p>On SOP, DL suggested to have the evaluator to check the SOP on reforestation.</p> <p>ALMF has a different point of view. The evaluator should focus on evaluating the compensation plan, not the SOPs.</p> <p>Decision made:</p> <ol style="list-style-type: none"> <li>1. A suggested text on SOP to be added; <i>recommendation to revise or develop new SOP if there are new remediation activities</i></li> </ol> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. To clean up the TOR based on the new suggestion by DL</li> </ol> <p>Considering the number of compensation cases, GN suggested to have a pool of individual evaluators to avoid conflict of interest. The secretariat is to check the definition of conflict of interest by ASI.</p> <p>With regards to the cost, OSC reminded the WG that up until 9th May 2016, the cost of evaluation of the compensation plan will be under the RSPO. After 9<sup>th</sup> May 2016, it will be cost sharing between the member and RSPO and finally, in the following year of 2018, the cost of evaluation is on the member.</p>	<p>Secretariat</p>

Item	Description	Point Person
	<p>GN requested the secretariat to come up with a template for costing. The HCVRN website is a good source of information to check on the reasonable costs for evaluation.</p> <p>Since the WG decided to have pool of individual evaluators, HB suggested that the selection of the evaluator would be done by compensation panel. The compensation panel will select the evaluator from the pre-approved individuals. The WG agreed as this would minimise conflict of interest.</p> <p>Decision made:</p> <ol style="list-style-type: none"> <li>1. The WG agreed to have a pool of individual evaluators instead of organisations.</li> <li>2. The compensation panel will appoint the evaluator for the compensation proposal</li> </ol> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. The secretariat to prepare the template for costing by referring to the HCVRN website for reasonable costs for evaluation.</li> <li>2. The secretariat to check on the definition of COI by ASI</li> </ol>	<p>Secretariat</p> <p>Secretariat</p>
<p><b>11.0</b></p>	<p><b>11.0 Update on BMPs and next steps</b></p> <p>AS updated the WG that the whole process has stalled. In addition, the BMPs that WWF is currently working on are not of the WG's interest.</p> <p>GN suggested to move away from the collaboration effort and to look for other opportunities.</p> <p>JL informed the WG that the SENSOR has a project with similar desirable outcomes. The WG agreed to have SEARPP present their findings on related SENSOR project at the next BHCVWG meeting.</p> <p>Decision made:</p> <ol style="list-style-type: none"> <li>1. SEARPP to present findings on SENSOR at the next BHCVWG</li> <li>2. WWF and RSPO collaboration is cancelled</li> </ol>	
<p><b>12.0</b></p>	<p><b>12.0 Update on joint incentive workshop</b></p> <p>OSC updated the WG on the joint incentive workshop between ERWG and BHCVWG. The small group proposed to have this joint workshop in Jakarta at the end of April or early May 2016.</p> <p>The secretariat has identified potential facilitators and currently the secretariat is working on the content of the workshop.</p>	

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	<p>Sabah state government is looking at PES mechanism and how the scheme can work for oil palm industry in Sabah. The Sabah state government was invited to attend the workshop.</p>					
<p>13.0</p>	<p><b>13.0 Riparian management guidelines</b></p> <p>The final draft of the riparian management guidelines is available and ready for comments. OSC will circulate the final draft to the WG members for comments. The WG members are given one month to comment.</p> <p>The endorsement of the document will be done at the next BHCVWG meeting.</p> <p>HJ requested for clarification on the availability of a shorter version of the document, which was discussed earlier. GN and OSC responded, once the full document is endorsed, the WG will hire another person to come up with a shorter version.</p> <p>HB highlighted a typo at page 22 of the document.</p> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. To delete the text '<i>on each bank</i>' at page 22</li> <li>2. To circulate the final draft for comments</li> </ol>	<p>Secretariat Secretariat</p>				
<p>14.0</p>	<p><b>14.0 Update on HCV toolkit revision for Indonesia and Malaysia</b></p> <p>OSC provided the update on the HCV toolkit revision for Malaysia. The steering group committee has met three times and at the next meeting the technical discussion will commence. Malaysia has three technical working groups – Peninsular, Sabah and Sarawak.</p> <p>The original timeline was revised and at the next meeting in April, the revised timeline will be presented by WWF to the steering working group.</p> <p>GN requested to have a session on this at the next BHCVWG meeting to get informed of the new revised timeline.</p> <p>DwM provide the update on HCV toolkit revision for Indonesia. He highlighted the progress and the timeline of the revision process:</p> <table border="1" data-bbox="392 1816 1198 2029"> <thead> <tr> <th data-bbox="392 1816 552 1859">Timeline</th> <th data-bbox="552 1816 1198 1859">Activity</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 1859 552 2029">May 2015</td> <td data-bbox="552 1859 1198 2029">First workshop was conducted. It involved participants from every sector. Three working groups were established to address environmental HCVs, environmental services and social HCVs.</td> </tr> </tbody> </table>	Timeline	Activity	May 2015	First workshop was conducted. It involved participants from every sector. Three working groups were established to address environmental HCVs, environmental services and social HCVs.	
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	<table border="1"> <tr> <td data-bbox="386 170 549 255">Aug 2015</td> <td data-bbox="549 170 1195 255">The second workshop took place. The working groups update each other.</td> </tr> <tr> <td data-bbox="386 255 549 340">Nov 2015</td> <td data-bbox="549 255 1195 340">The first single draft of the HCV toolkit was available.</td> </tr> <tr> <td data-bbox="386 340 549 425">May 2016</td> <td data-bbox="549 340 1195 425">The three drafts would be combined into a single, comprehensive document.</td> </tr> <tr> <td data-bbox="386 425 549 510">June 2016</td> <td data-bbox="549 425 1195 510">Field test will be conducted in oil palm plantation and forest sectors.</td> </tr> <tr> <td data-bbox="386 510 549 595">Sept 2016</td> <td data-bbox="549 510 1195 595">Final toolkit is expected to be ready for public consultation</td> </tr> </table>	Aug 2015	The second workshop took place. The working groups update each other.	Nov 2015	The first single draft of the HCV toolkit was available.	May 2016	The three drafts would be combined into a single, comprehensive document.	June 2016	Field test will be conducted in oil palm plantation and forest sectors.	Sept 2016	Final toolkit is expected to be ready for public consultation	
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Sept 2016	Final toolkit is expected to be ready for public consultation											
<p data-bbox="256 667 316 701"><b>15.0</b></p>	<p data-bbox="392 667 679 701"><b>15.0 Update on HCV ALS</b></p> <p data-bbox="392 712 1201 864">PV presented an update on the HCV ALS. The HCV ALS will be reviewed this year. HCVRN will organised webinars to get comments and reviews from all stakeholders. Questionnaires will be distributed to the WG for feedbacks.</p> <p data-bbox="392 913 1129 987">The HCVRN is constantly communicating to all stakeholders to update them on the new development in the HCV ALS.</p> <p data-bbox="392 1037 1201 1279">The HCVRN has developed checklists to identify the quality of forests. There is a manual prepared to guide users on how to score the checklists. The HCVRN is thinking of expanding this for various ecosystems. These checklists are meant for non-technical users and will be translated to different languages. PV encouraged the WG to start using the checklists and provide feedbacks, if any.</p> <p data-bbox="392 1328 995 1361">The checklists are available on the HCVRN website.</p>											
<p data-bbox="256 1451 316 1485"><b>16.0</b></p>	<p data-bbox="392 1451 767 1485"><b>16.0 Update on EURT and RT 14</b></p> <p data-bbox="392 1485 1166 1585">OSC informed the WG that EURT would be held in Milan, Italy on the 8<sup>th</sup> June 2016 (workshop, reception, BOG) and 9<sup>th</sup> June 2016.. Registration opens on the 1<sup>st</sup> of April 2016.</p> <p data-bbox="392 1626 1150 1727">OSC informed the WG that Danielle Morley (RSPO European Outreach director) requested the WG to consider having a Q&amp;A workshop on the compensation procedure at EURT.</p> <p data-bbox="392 1771 576 1805">Decision made:</p> <ol data-bbox="440 1805 1201 1944" style="list-style-type: none"> <li data-bbox="440 1805 1201 1839">1. To check with Danielle Morley if the workshop is confirmed.</li> <li data-bbox="440 1839 1201 1944">2. The WG will have a Q&amp;A session at EURT if required and AH, AR and OT will be representing the TF as they will be there attending BoG meeting.</li> </ol> <p data-bbox="392 1984 1182 2056">As for RT 14, it will be held in Bangkok, Thailand in early Nov 2016. The theme not decided at this time.</p>											

Item	Description	Point Person
17.0	<p><b>17.0 AOB and closing meeting</b></p> <p>The next BHCVWG meeting will be held in KL. The two tentative dates are: 21 &amp; 22 of June 2016 and 14 &amp;15 June 2016.</p> <p>Action point:</p> <ol style="list-style-type: none"> <li>1. Doodle poll to decide the next BHCVWG meeting date</li> </ol>	Secretariat

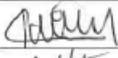
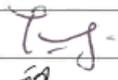
# ANNEX 1



The RSPO is an international non-profit organization formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

## 31<sup>st</sup> Meeting of RSPO BHCVWG 22<sup>nd</sup> – 23<sup>rd</sup> November 2015 Capri by Fraser, Kuala Lumpur

#	Name	Organisation	Signature (BHCV WG –22 <sup>nd</sup> )	Signature (BHCV WG –23 <sup>rd</sup> )
1	Adam Harrison	WWF Int		
2	Agus Purnomo	GAR		
3	<del>Anders Lindhe</del> Paulina Villalpando	HCV RN		
4	Anne Rosenbarger	WRI		
5	Audrey Lee	OLAM		
6	Cahyo Nugroho	Fauna and Flora International		
7	<del>Gecep Saepulloh</del> HARI PRIYADI	Remark Asia		
8	Darmawan Liswanto	Fauna and Flora International		
9	<del>Gecep Saepulloh</del>	<del>WWF Int</del>		
10	Dr. Ruslan Abdullah	MPOA		
11	Dwi Muhtaman	Remark Asia		
12	Gan Lian Tiong	Musim Mas		
13	Ginny Ng Siew Ling	WILMAR		
14	<del>Gerr Reynolds</del> Sen Lucy	SEARRP		
15	Harjinder Kler	HUTAN		
16	Henry Barlow	Independent		
17	John Payne	BORA		
18	Lanash Thanda	SEPA		
19	Lee Swee Yin	SIME		
20	Elizabeth Clarke	ZSL		
21	Marcus Colchester	FPP		
22	Michael Brady	IFC		

#	Name	Organisation	Signature (BHCV WG -22 <sup>nd</sup> )	Signature (BHCV WG -23 <sup>rd</sup> )
23	Norazam Abd Hameed	FGV		
24	Melissa Yeoh	FGV		
25	Olivier Tichit	SIPEF		
26	Richard Kan	GAR		
27	Simon Siburat	WILMAR		
28	<del>Shahine Samsudin</del>	<del>WILMAR</del>		
29	Tang Men Kon	SIME		
30	ALINDA GERALD SINTIK	WWF - MY		
31	MICHAEL ZRUST	DAHEMETZ		
32	YEONG KEE LONG (BENVY)	SEARRP		
33				
34				
35				