

Summary of Thirty-Fourth Technical SRWG Meeting

The Thirty-Fourth (34th) Shared Responsibility Working Group (SRWG) technical meeting was opened at 18.00 PM (MY Time) on 7th August 2024 by the Secretariat virtually.

The meeting started with a list of attendees for the meeting. The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged. The SR Unit presented on RSPO Secretariat updates, action points, status of key deliverables, SR Unit activities overview, SR SR Scorecard methodology and visuals updates, SR at RT2024, and rethinking the impact of SR - output Brussels meeting. The Secretariat thanked everyone for attending the meeting and looks forward to seeing everyone in the next meeting on 7th August, 2024 virtually.

The meeting was closed at 19:30 (MY Time)

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 34th Technical Meeting

Date: August 7, 2024 (Tuesday)

Time: 18:00 - 19:30 (MY Time)

Venue: Virtual (Zoom)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Kamal Seth (KS, WWF International)2. Lim Sian Choo (Bumitama Agri Ltd)3. Ayers Zhen Yi Hong (AZYH, Procter & Gamble)4. Julian Walker-Palin (JWP, RPOG)5. Hazmilah Sulaiman (Wild Asia)6. Servane Molendini (Biscuit International) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Surina Binti Ismail (Sbl, MPOA)2. Selina Winter (ICOF Europe GmbH)3. Nursanna Marpaung (NM, HUKATAN)4. Harjinder Kler (HK, HUTAN)5. Joshua Lim (JL, Wilmar)6. Catarina Vivalva (CV, BNP Paribas)7. Hannah Mittner (HM, Lidl Stiftung & Co. KG)8. Ben Vreeburg (BV, Bunge)9. Brian Lariche (BL, Humana Child Aid Society, Sabah)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Lilian Garcia Lledo (LGL)2. Divya Bajpai (DB)3. Nurul Ain Binti Sazalli (NAB)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u></p> <p>The Secretariat welcomed the SRWG members to the meeting. The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting included:</p> <ol style="list-style-type: none"> 1. Welcoming and Agenda 2. Approval of the minutes 3. RSPO Secretariat updates <ul style="list-style-type: none"> ○ RSPO Secretariat updates ○ Action points ○ Status of key deliverables 4. SR Unit and SRWG <ul style="list-style-type: none"> ○ SR Unit overview ○ SRWG <ul style="list-style-type: none"> ■ SR Scorecard methodology and visuals updates ■ SR at RT2024 ■ Rethinking the impact of SR - output Brussels meeting 5. AOB 	<ol style="list-style-type: none"> 1. To follow up with Nursanna and Brian on their involvement in SRWG
2.0	<p>Approval of Minutes</p> <ul style="list-style-type: none"> ● The 33rd SRWG meeting (21 May) was forwarded via email on 7th August 2024. ● Approval by Members via email (deadline 23rd August, 2024). Secretariat to proceed with its uploading on the Website if no comments are received. 	<ol style="list-style-type: none"> 2. To upload previous minutes on the website by 23rd August if there are no comments.

<p>3.0</p>	<p><u>RSPO Secretariat Updates</u></p> <p>RSPO Secretariat:</p> <ul style="list-style-type: none"> ● P&C 2024: <ul style="list-style-type: none"> ■ June 2024 - RSPO Secretariat formally release Revision 1.0 of the revised P&C to the Standards Standing Committee (SSC). Revision 1.0 will be the basis of feedback, engagement and consultations activities planned over the next 3-4 months, ahead of an anticipated adoption of the revised P&C and ISH standards at the RSPO General Assembly scheduled for mid-November 2024. ■ Three files which comprise the current draft of Revision 1.0: <ul style="list-style-type: none"> ● StandardsRevision_Summary_June2024 (PDF): Summary slide deck with key changes and schedule for public consultation/expected adoption. ● P&C 2024 Criteria and Indicators Revision 1.0_Ver2.3_forDistribution (MS Excel): Full wordings of Revision 1.0 of the revised P&C standards. ● P&C 2024 Part I (Growers) Revision 1.0 Ver 2.3_ForDistribution (PDF): Mock-up Revision 1.0 full document showing what the revised standards are expected to look like as a published document. Contains introduction, preamble scope, drafting guidelines, implementation timeline as reference. Principle 1 has been incorporated into this draft document as an example. ■ Revision 1.0 will also be sent to the Assurance Standing Committee (ASC), the Smallholder Standing Committee (SHSC) and the Market Development Standing Committee (MDSC). The Secretariat will also begin distributing Revision 1.0 to the relevant Working Groups (WGs) and Task Forces (TFs) that report to the SSC as part of the feedback, engagement and consultation plan and schedule. ■ Quick recap of the process so far, the RSPO Secretariat was directed to look into substantive/critical issues raised by the Standards Revision Task Force 4 in the production of Draft 3 in September 2023. The directive was to consider how Draft 3 could be redrafted for clarity, auditability, implementability, and relevance, as well as propose technical/process solutions for the substantive/critical issues which could not reach consensus at Task Force 4. ■ The Secretariat has approached this new responsibility seriously, and we 	<ol style="list-style-type: none"> 3. To put into a list of assurance issues regarding the data from PalmTrace and give to Assurance Standing Committee 4. Secretariat to align with HS on the process to activate the subgroup of BOG regarding the proposal to review ACOP questions and the timeline 5. Aim to publish the stakeholders guidance in the website before or during September 6. To update and revised the SR FAQs 7. Before next SRWG meeting, Secretariat will share the slide and SRWG member to give input on any future SR topics, or challenges that they wanted to share and how SR can help
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have taken a forensic and holistic look at the P&C and ISH standards from multiple perspectives, including scope, supporting structures, change management/implementation transition, and grievance risk. Our proposals have been discussed with the Standards Revision Steering Group for feasibility and consideration, and incorporated into Revision 1.0 where considered appropriate.

- Regarding **process and approval** of the revised standards, we would also like to provide some clarity on the processes going forward, given that the directive to the Secretariat in September 2023 is a variation of existing processes within the Terms of Reference for the Standards Review.
- The Standards Review ToR states that:
 - (page 5, line 4) "The Standard Review Task Force is the body that assigns tasks to, and receives proposals from, a range of thematic Technical Committees and makes consensus recommendations regarding the standard's content and revision to the Standards Standing Committee."
 - (page 5, line 16) "The final recommended revised Standards shall be checked by the Steering Group who will have ultimate decision-making powers on issues where consensus could not be reached by the TF. The RSPO Standard Standing Committee (SSC) will ensure that the appropriate requirements outlined in the RSPO Standard Setting SOP have been complied with and shall then be recommended for BoG endorsement."
- Given that the Standard Review Task Force has been officially disbanded, the RSPO Secretariat is currently serving the functions of the Task Force. Per the ToR, the Secretariat will now be required to engage and consult members and stakeholders, including former members of the Task Force and Technical Committees, for feedback and proposals based on Revision 1.0.
- With the aim of achieving consensus, the Secretariat will continue to consult with the Steering Group and the SSC as the engagement and consultation activities are underway. The ToR indicates that the SSC shall hold decision-making powers on the standard's content and the version of

the revised standards to be recommended to the BoG for endorsement. In parallel, the Steering Group will continue to hold decision-making powers on issues where consensus may not be reached as part of the engagement and consultation activities.

- Our thanks - from the RSPO Secretariat we would like to express our appreciation for the opportunity to contribute to making RSPO standards clearer, more auditable, more implementable, and more relevant. We do also wish to apologise for any delays, miscommunications, transparency, or lack of engagement perceived as part of our undertaking of this considerable responsibility, which we have approached as best we could in earnest and with neutrality.
- Summary: Stakeholder Consultation ongoing - 45 day period from 5 July to **20 August 2024** ([here](#)):
 - In-person workshops - 12 & 13 August 2024. Kuala Lumpur, Malaysia. [REGISTER HERE](#)

- **SCT WG** - proposal to retire (awaiting MDSC feedback)

-It was discussed on ToR review of the SCT WG. Some parts of the SCT WG ToR were covered by MDSC and also in SR, hence the proposal to retire. It was agreed by all the members of SCT WG

- ACOP 2023 Closes With Record Submission Rate for Second Straight Year ([here](#)) - 95% of RSPO member. 100% submission rate for eNGOs and B&Is.
 - The final list of members who have had their RSPO membership terminated, suspended or have received first-time warnings as a result of non-submission to the ACOP has been [published](#) on the RSPO website.
- 2024 China Sustainable Palm Oil Forum Calls for Bold Action on Supply Chain Sustainability ([here](#))
- **Upcoming meetings and events:**
 - [Save the date RT2024](#) - Amari Bangkok in Bangkok, Thailand, from 11 - 13 November 2024.
 - [Save the Date](#): The 21st General Assembly (GA21) of RSPO Members - 13

November at 3:00 PM (GMT+7).

Overview of action points:

- 32nd SRWG Meeting - 30 April 2024
 - Discuss with MT on the active participation and engagement with the members and stakeholders aside from webinars and forums for SR - **Ongoing**
 - To discuss what are the topics or content that we can bring to encourage our members and present in the RT. Check the RT committee if there is a section/space after RT where to have a workshop. - **Completed-update this call**
 - To put a list of assurance issues to discuss in the Assurance Standing Committee. - **On hold**
 - SRWG vacancies - follow up on Grower RoW vacancy - check with Africa's best performers, and ask them to join us or perhaps someone from Thailand, P&T and B&I.- **Ongoing**
 - To check on the hiring status of the new staff on the Banks & Investors engagement. - **Completed**

- 33rd SRWG Meeting - 21 May 2024
 - Secretariat to follow up with sNGO rep on her attendance and commitment for the SRWG. -**Completed**
 - Secretariat to check with HS on the subgroup of BoG on ACOP, for the secretariat to do any changes or proposal regarding ACOP. -**Completed**
- *The core of the decision paper/proposal is that we want to know uptake by region. It was known that this subgroup of BOG was active 5 years ago and ACOP will also know will move to PRISMA.*
- *Need to confirm whether if the subgroup of BoG is the one who will be reviewing the ACOP questions*
 - SRWG to reach consensus on the SR impact rethinking activity. - **Ongoing-update this call**
 - Socialise among sector members the Rethinking SR impact draft. - **On hold**
 - To reach out those top 15 members per sector that for two consecutive years do

- not meet the uptake target - wait for Sept24 SR Scorecard data. -**On hold**
- Secretariat to recheck the data of the top 15 members who did not meet the uptake target - share the correct data. - **Ongoing**
- Secretariat to check uploaded MyRSPO evidences and example of the SR policies (At random). -**Ongoing**

Discussion:

-Previously when in Brussels, SRWG talked about the engagement of the CEOs of the top 15 companies, where does it stand now. For now, none from the SR lens because the last time this was discussed in Jakarta, P&T objected the CEO engagement

-The worry from SRWG is of the same underperforming members happened throughout the years/ So before suspended or terminated, we should engage probably with the CEO level

-Currently there is no official sanction mechanism, because in the SRWG meeting previously there was objection on the sanctions for the uptake target

-The violation of which rules trigger the warning, suspension and termination?When they are not reporting the SR policies in MyRSPO

-The sanction mechanism that we have now is on the completion of the MyRSPO profile

-To include on the sanction mechanism on the uptake target too

-Should engage the underperformers first, see their response, if no response, then we should proceed with the sanction mechanism. Suspend is probably but for a termination is no? To be fair to every group

-An example here, if the member is already 18 years old of becoming RSPO member, but their uptake target is less than 10%, so what should be done?

-We should discuss this more after the September SR scorecard is out

Status of key deliverables

		July 2023	August 2023	Sept 2023	October 2024
SRWG	Technical documentation				
	Verification Manual (translations)	★			
	Stakeholders guidances (SR requirements implementation)				
	Implementation/ Operational				
	SR Scorecard updates (methodology and visuals)				
SR Unit	Communication & Outreach				
	SR knowledge sharing - key documents updated and translated				
	Uptake targets 2025				
	Quarterly eGazette articles/comms activities	★			
	MyRSPO/SR Scorecard amendments	★			
	SR Scorecard - September update (data and process)				
	Engagement with underperforming members based on ACOP 2022 and MyRSPO Jan 2024	★			
SR strategies - Top performers toolkit and EA.					

★ Completed

4.0

SR Unit and SRWG

- **SR Unit - Activities overview**

- **SR Scorecard [Announcement](#)** on 8th July:
 - Deadline to complete MyRSPO SR Section 5th August (internal- 20 August) → SR Scorecard update Sept24.
 - Human Right evidence - to be reuploaded
 - Sanction mechanism - 1st warning letter
 - Self Verification field new in MyRSPO → part of the SR average score
 - New members from 5 September 2023 CSPO baseline → use the membership application (question 6 and 7)
- SR Scorecard data - SF/MyRSPO extraction done on 6th August. SR Manager in KL to work with the IMEL team in September.
- Alignment with Comms Unit - SR toolkit in Sept.
- Alignment with PIC of the Excellence Awards - SR category.
- Engagement with members who did not reach the uptake target, in total 262 members (64% of total) have been engaged by one to one email.
- Key SR documents (i.e. VM, factsheets, FAQ document, MyRSPO SR guidance, etc.) updated and translated into relevant languages.

- **SRWG:**

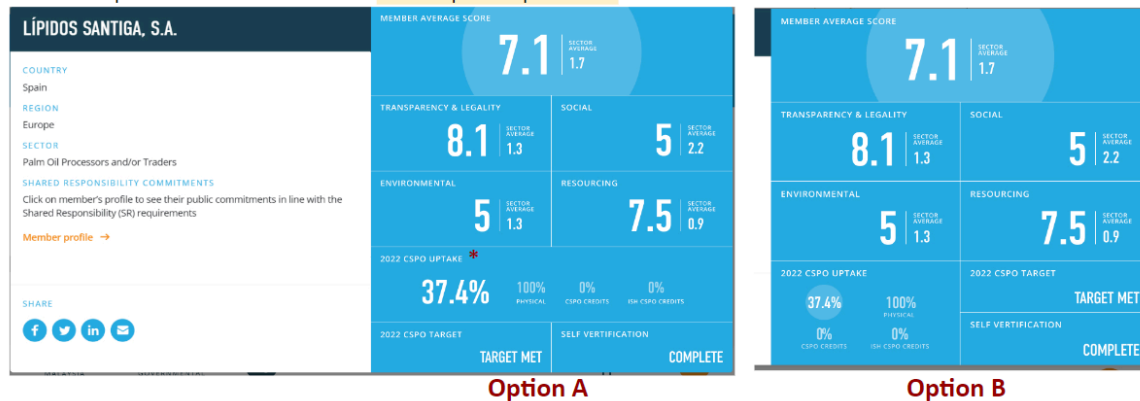
- SR Scorecard update scoring methodology ([here](#) and [here](#)) - updated document public in Sept24:
 - Including Self verification in the average score:
 - To have MyRSPO profile complete (i.e ALL fields evidences uploaded) ± uptake target met → Average Score of **10**
 - To have MyRSPO profile complete (i.e ALL fields evidences uploaded) → Average Score of **8.3**, i.e uptake gives up to 2 points.
 - To have MyRSPO profile partly complete (i.e missing Self Verification) → Average Score of **6.7**, i.e the Self Verification gives 1 point.

8. To meet PIC of RSPO Pills for RT
9. To send email to SRWG members on the 'Rethinking of Impact of SR' feedback on agreeing to give more weight to these requirements and specific implementation.
10. To share template with SRWG members on the consultation among sector peers (once consensus is reached)
11. To share 'doodle' on the next SRWG meeting and set up the call (doodle vote sent and most voted for 1st October)
12. To send email to the absent on the confirmation for visuals of the SR Scorecard visuals to all SRWG members (Email sent on 8th August and deadline given until 16th for any comments/objection - no objection)

- To have MyRSPO profile partly complete (i.e missing Self Verification) ± uptake target met → Average Score of **8.3**.
- **Same relevancy for Uptake Target and Self Verification** → to have one of them missing penalises with 1.7 points of the total.
- No objection of the updated scoring methodology from SRWG members

- **SRWG:**

- Updated SR Scorecard visuals -Which option is preferred? (Please note that Option A is preferred)



* Include clarification: % of the CSPO uptake by Supply Chain Model

- **SRWG - RT2024**

- Proposal to have a SRWG meeting virtually in October **instead of** the physical meeting in November → Only options are on Sunday afternoon or Monday morning, other side meetings of SC/BoG, request from RT organising Committee to focus on RT content.
 - Tentative date: Tentative agenda: Uptake targets 2025, Results SR

Scorecard Sept24, Plan calls/SRWG activities in 2025, AOB.

- Tentative date: **1st October / 8th October**. Objective to have the Uptake targets endorsed by BoG in its November meeting (i.e. needs to be endorsed by MDSC by 30th October latest)

-Data will be ready by IMEL unit by the time the meeting for the for SR scorecard in September

-Can plan a physical SRWG meeting by the time of 2025 SPOD

-To design the next meeting on how to get the SRWG members to become more participative and more encouraged to give more inputs

-Next SRWG meeting in October, SRWG members can choose any future SR topics, or challenges that they wanted to share and how SR can help (to prioritise what the SRWG can do).

- SR presence during RT - The *RT2024 Content and Session Sub-Committee* framed the content of plenary and breakout sessions and invited matter experts to contribute with specific topics and stakeholders which would fit the framework.
 - Proposal to have SR present at the 2 of the 4 plenary sessions:
 - **Market Future Outlook** (Discuss the evolution of palm oil demand and consumption patterns - While markets work on supply/demand basis, SR requires a commitment from SC RSPO members to supply despite the 'commercial interests' or the demand from their clients. Speaker that find an equilibrium between commitment and business feasibility.
 - **Impact/Smallholders** - Showcase SR top performers on SH Inclusion requirement.
 - Next steps - PIC of each session to contact the matter experts - If selected, could the SRWG members contribute with speakers/projects nominations? Any other thought?
- RSPO pills (*TBC*) → the RT booth will feature a section that can host small audience groups for short presentations. Opportunity to share key project updates (outside the main plenary and breakout topics) that would be of interest for broad discussions with stakeholders.

- **SRWG - Rethinking the impact of SR**

	<ul style="list-style-type: none"> ○ Brussels meeting output → Focus on 4 Critical SR requirements per sector to assess the SR impact among members. All the other SR requirements still mandatory but less relevant when assessing impact. Draft template here. <ul style="list-style-type: none"> ■ SR 7 - Claims and Labels (Transparency and legality pillar) - B&I, P&T, CGM and Retailers ■ SR 8 - Information and outreach activities (Transparency and legality pillar) - NGOs ■ SR 13 and 14 - SH Inclusion (Social pillar) ■ SR 27 - GHG (Environment pillar) ■ SR26 - Volumes (Uptake and Resourcing pillar) ○ Next steps: <ul style="list-style-type: none"> ■ Consensus at SRWG - does everyone agree with changing the scoring methodology to incentive those 4 requirements, and ask for that specific implementation to members? (please check template) <p>- <i>SRWG members to give feedback on 'Rethinking of Impact of SR' on agreeing in giving more weight to these requirements</i></p> <ul style="list-style-type: none"> ■ Consultation among sector peers - commitment from SRWG members to perform the consultative session(s) with peers/sector members during Q4 2024/Q1 2025? - Secretariat can support organising the webinars/sessions. <p><i>-The draft template of the consultations (with questions) will be shared to all SRWG members and to get back of SRWG members' feedback</i></p> <p><i>-As a way to get some inputs from the members</i></p> <p>Objective is to 1) let them know the SRWG thinking on focusing on impact, 2) ask for feedback, comments, objections, etc.; 3) bring the feedback to the SRWG to discuss the challenges/resistance/solutions.</p>	
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5.0	AOB -Next meeting will be in 1st October	
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