

### **Summary of Thirty-Sixth SRWG Meeting**

The Thirty-Sixth (36th) Shared Responsibility Working Group (SRWG) technical meeting was opened at 17:30pm (MY Time) and 10:30am (CET) on 5th December 2024 by the cochair. The meeting was conducted virtually. Topics of discussion covered updates on regional activities, the SR Scorecard, and the CSPO Year 6 years Uptake target and proposed a review of the shared responsibility requirements for the next five years.

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 meeting ended at 19:00 (MY Time) and 12:00 (CET)

**MINUTES OF MEETING OF RSPO**  
**RSPO Shared Responsibility Working Group (SRWG) 36th Meeting**

Date: December 5, 2024 (Thursday)

Time: 17:30 - 19:00 (MY Time)

10:30 -12:00 (CET)

Venue: Virtual (Zoom)

**Attendance:**

<p><b>Members and Alternates</b></p> <ol style="list-style-type: none"><li>1. Julian Walker-Palin (JWP, RPOG)</li><li>2. Servane Molendini (Biscuit International)</li><li>3. Nursanna Marpaung (NM, HUKATAN)</li><li>4. Camille Maclet (CM, BNP Paribas)</li><li>5. Hannah Mittner (HM, Lidl Stiftung &amp; Co. KG)</li><li>6. Kamal Seth (KS, WWF International)</li><li>7. Lim Sian Choo (Bumitama Agri Ltd)</li><li>8. Ayers Zhen Yi Hong (AZYH, Procter &amp; Gamble)</li></ol> <p><b>Absent with Apologies</b></p> <ol style="list-style-type: none"><li>1. Surina Binti Ismail (Sbl, MPOA)</li><li>2. Selina Winter (ICOF Europe GmbH)</li><li>3. Harjinder Kler (HK, HUTAN)</li><li>4. Brian Lariche (BL, Humana Child Aid Society, Sabah)</li><li>5. Hazmilah Sulaiman (Wild Asia)</li></ol>	<p><b>RSPO Secretariat</b></p> <ol style="list-style-type: none"><li>1. Inke Van Der Sluijs (IVDS)</li><li>2. Divya Bajpai (DB)</li></ol>
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No	Description	Action Points
1.0	<p><b><u>Welcome Note</u></b>  The cochair 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"> <li>1. Welcoming and Agenda</li> <li>2. Approval of the 35th Meeting minutes</li> <li>3. RSPO Secretariat updates <ol style="list-style-type: none"> <li>a. Action points</li> <li>b. Status of key deliverables</li> </ol> </li> <li>4. Year 6 CSPO Uptake Target</li> <li>5. ACOP Questionnaire Having MyRSPO Section</li> <li>6. MyRSPO Data Analysis</li> <li>7. Next Year Priorities</li> <li>8. AOB and next meeting</li> </ol>	
2.0	<p><b><u>Approval of Minutes</u></b></p> <ul style="list-style-type: none"> <li>● 35th SRWG meeting - 18 Nov - sent by email (<i>deadline for comments was 27th Nov</i>) as <i>no comment was received, Minutes will be uploaded on RSPO Website.</i></li> </ul>	<p>No comments were made and minutes of the meeting were uploaded on the RSPO website.</p>
3.0	<p><b><u>RSPO Secretariat Updates</u></b>  <b>RSPO Secretariat:</b></p> <ol style="list-style-type: none"> <li>1. RSPO Supply Chain CB forum on 25-26 Feb 2025 in Madrid</li> <li>2. RSPO Members Meet on 27 Feb 2025 in Madrid</li> <li>3. 4 day event covering P&amp;C; ISH 2024 Standards, Prisma Training and Assurance Forum from 17-21 Feb is planned in Bogota Colombia.</li> <li>4. Africa Region plans to have a CB Forum for P&amp;C and Prisma in the month of Feb or March</li> </ol>	

	<p>2025, date yet to be confirmed.</p> <ol style="list-style-type: none"> <li>5. SPOD tentatively planned on 20-22 May (Date confirmed after the meeting on 21 May) in Paris (we will plan SRWG Physical meeting on 20 May, combined with the Market Development Standing Committee (MDSC))</li> <li>6. Maria Papadopoulou joined as Supply Chain Standard Manager, based in Greece</li> <li>7. Trainings on Prisma are on going for members</li> <li>8. P&amp;G won the Excellence Award for SR in RT</li> <li>9. GA Resolution for the new P&amp;C and ISH Standard was adopted</li> </ol> <p><b>Overview of action points:</b></p> <ul style="list-style-type: none"> <li>○ Discuss with the Market Transformation (MT) division on the active participation and engagement with the members and stakeholders aside from webinars and forums for SR- <b>Ongoing</b></li> <li>○ 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&amp;T and B&amp;I.- <b>Ongoing</b></li> <li>○ Secretariat to check uploaded MyRSPO evidences and example of the SR policies (At random)- <b>Ongoing</b></li> <li>○ Secretariat 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.- <b>Ongoing</b></li> <li>○ To revisit and see SR mandate on the methodology on the CSPO uptake target, that is planned for 2025 - <b>Ongoing</b></li> <li>○ Number of Warning Letter to be issued (will discuss in this meeting)- <b>Ongoing</b></li> <li>○ SR Team is working with Business solution team to solve the IT related issues and will update the SRWG in next meeting- <b>Will be completed by 20 Dec</b></li> </ul>	
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3.0	<p><b>Key Deliverables of SR</b></p> <ul style="list-style-type: none"> <li>• <b>New updated function on <a href="#">SR Scorecard now members can view the previous year score and can do comparison with Current year score.</a></b></li> <li>• Guidance Document was translated into Spanish and Japanese.</li> <li>• SR Unit had discussions with Regional MT colleagues covering Malaysia; Thailand; Europe; Latin America and North America to do outreach to members who did not meet the Year 4 (2023) Target and have discussions to meet the Year 5 (2024) Target.</li> </ul>	
4.0	<p><b>Year 6 (2025) CSPO Uptake Target</b></p> <p>Challenges of setting a CSPO Uptake Target for Year 6 (2025) were discussed in the BoG as the SRWG didn't reach consensus in their last meeting. The 2023 CSPO uptake targets were not achieved as the uptake was +4.4% for CGM, RT (target was 12%), and +0.8% for P&amp;T (target was 2%). The recommendation from the BoG was to still set targets and review and revise the SR requirements 2019 taking into account the learnings from the past five years and set SR up for success. The new strategy should focus on demand generation in emerging markets while maintaining the market position in the EU and North America. The SRWG recommends:</p> <ol style="list-style-type: none"> <li>1. 2% CSPO Uptake Target for P&amp;T's and a 12% CSPO Target for CGMs and Retailers for Year 6 (2025);</li> <li>2. drafting the terms of references for the review of the SR requirements 2019;</li> <li>3. CEO to CEO level engagement in emerging markets;</li> <li>4. reviewing the requirements for P&amp;T with CGM functions;</li> <li>5. engagement with the top 20 consumers of palm oil;</li> <li>6. setting targets based on regions or markets;</li> <li>7. review uptake target recommendations for members that have high uptake targets (above 80%) as it is often much harder to convert the last volumes;</li> <li>8. conducting a survey to gather more factual data for the review process.</li> </ol> <p>The draft Board Decision Paper on CSPO Uptake Target for Year 6 (2025) was approved by the SRWG. Target set for P&amp;T's is 2% and for CGM's and Retailers is 12% respectively for Year 6(2025). This will be sent to the MDSC and BoG for endorsement.</p>	<p>Approval on the BoG Decision paper needs to be taken from MDSC before submitting to BoG for final approval.</p>

5.0	<p><b>ACOP &amp; MyRSPO Data:</b></p> <p>The ACOP questionnaire has a Shared Responsibility Section that refers to MyRSPO. The ACOP team asked whether that Section can be taken out as the answers are not used. For the SR score, we take the data from MyRSPO, not from the ACOP questionnaire. Secretariat updated SRWG as we now have a proper structure for SR scoring and a platform for members to submit the evidence in MyRSPO, it seems that the SR section in <a href="#">ACOP</a> is redundant.</p>	<p>Approval was given by SRWG to take out the MyRSPO questions from ACOP but just add the reminder statement in ACOP to remind the members if they have completed the MyRSPO section if Shared Responsibility is applicable to them.</p>
6.0	<p><b>MyRSPO Data Analysis</b></p> <p>Data and issues related with incomplete MyRSPO Section was discussed with the SRWG :</p> <ul style="list-style-type: none"> <li>- Some new members can bypass the criteria to fill the SR Section during RSPO application: <b>The project is going on with IT Team and it will be fixed by 20 Dec</b></li> <li>- 8 (P&amp;T's); 4 (CGM's) and 1 (eNGO's) were only showing the 8 policies instead of 18 policies: <b>The issue was fixed by the IT team</b></li> <li>- Members changed from Supply Chain Associate (SCA) to Ordinary member or changed the sector, so when the membership team processes their application the membership data is cloned but SR data is lost: <b>It was communicated to membership team if any member changing from SCA to Ordinary Membership to notify the SR team so that SR team can do outreach to those members.</b></li> <li>- It's been mentioned that Traders and Distributors are exempted from SR Requirements, but in current practice they are only exempted from CSPO Uptake Target but MyRSPO is applicable to them. What does SRWG think and decide on this?</li> </ul>	<p>SRWG decided to exempt the Traders and Distributors from SR requirement from both MyRSPO and CSPO Uptake target but Secretariat need to make sure those members only have the business of Trading and Distribution <b>only.</b></p>

	<ul style="list-style-type: none"> <li>- Issuing of warning letter to members who have not completed MyRSPO secretariat presented two options:             <ol style="list-style-type: none"> <li>1. After solving all data issues in December, the Secretariat will do an extraordinary update in January 2025, by making an announcement and highlighting the issue and request members to complete MyRSPO. In case members do not complete their MyRSPO by the end of January, the Secretariat will be issuing the warning letter.</li> <li>2. Secretariat made announcements to members and highlighted the issues and request them to complete the MYRSPO for next Year 2025 Update of the SR Scorecard.</li> </ol> </li> </ul>	<p>Option 1 for extraordinary update was approved by the SRWG</p>
<p>7.0</p>	<p><b>Next Year Priorities</b></p> <ol style="list-style-type: none"> <li>1) Direction of the BoG is to <u>review and revise</u> the <b>SR Requirements and Implementation 31 October 2019</b></li> <li>2) Need to draft Terms of Reference for review</li> <li>3) Topics for review:             <ol style="list-style-type: none"> <li>a) Which SR requirements have created an impact? Which improvements have we seen? Which requirements are not impactful?</li> <li>b) CSPO &amp; CSPKO Uptake Target Methodology to calculate the targets</li> <li>c) What else is needed to bring demand closer to supply?</li> <li>d) Which SR policies are relevant for which constituencies?</li> <li>e) Which rules work and which don't work? Scenario: BFS Group which is wholesaler (Parent Company) have Subsidiary North Bloc which is Manufacturer. But as we say SR is applicable at Group level, but in this case Parent company policy will not be applicable to subsidiaries.</li> <li>f) Exemptions for Traders &amp; Distributors and Supply Chain Associates</li> <li>g) Self Verification at the time of RSPO membership process. So current practice is</li> </ol> </li> </ol>	<p>SRWG proposed a review of the Shared Responsibility Requirements to enhance it for the next five years. The review would focus on key areas where improvements can be made, such as the impact of requirements, uptake target methodology, and regulatory pressure. The review would also consider the role of banks and investors in promoting sustainability by asking to ask clients about their sustainability efforts and uptake. SRWG agreed to set a deadline for feedback on the terms of reference for the review. SRWG members expressed that there had been no significant improvement in supply chain sustainability in the last two years.</p>

	asking Organisation to do <a href="#">Self Verification</a> during the time of application process which is challenging for Organisation to become RSPO Member. Also Self Verification is applicable to RSPO Members only.	
8.0	- Next meeting in first week of March - on 4th March 2025	