

## Minutes of Meeting 4<sup>th</sup> FFB Legality and Traceability Task Force (FLTTF) Meeting

**Date:** 20 November 2015

**Time:** 9:00 am – 12:00 pm

**Venue:** CONCORDE HOTEL KUALA LUMPUR, 2 Jalan Sultan Ismail, 50250 Kuala Lumpur-Malaysia.

### ATTENDANCE LIST

No	Name	Initial	Constituency	Organisation
1	Perpetua George	PG	Processor	Wilmar Group
2	Sabarinah Marzuki	SM	Grower (MY)	Sime Darby
3	Yulia Kurniawan	YK	Manufacturer	Unilever
4	Joko Arif	JA	NGO (Env)	EII
5	Steni Bernadinus	SB	NGO (Env)	EII
6	Putra Agung	PA	NGO (Env)	WWF Indonesia
7	Chin Kai Xiang	KX	SH	Wild ASia
8	Sheila	SH	SH	Wild Asia
9	Suwanto Gullit	HT	Grower (INA)	Musim Mas
10	Lee Kuan Yee	LKY	Grower (MY)	KLK
11	Narno	N	SH	Fortasbi
12	Samsul Komar	SK	NGO (Env)	WWF-Indonesia
13	Reuben Blackie	RB	Observer	IDH
14	Djaka Riksanto	DR	Secretariat	RSPO/ RILO
15	Julia Majail	JM	Secretariat	RSPO
16	Fransisco Naranjo	FN	Secretariat	RSPO/LatAm
17	Robert Madge	RM	Consultant	FoodReg
18	Alejandro Lucena	AL	Consultant	FoodReg
19	Yeo Zee Yong	YZY	Consultant	FoodReg
20	Jaideep Singh	JS	Consultant	FoodReg
21	Goh Kee Kee	GKK	Consultant	FoodReg

### Absent with Apology

No	Name	Initial	Constituency	Organisation	
1	Jennifer Lai	JL	Bank	HSBC	
2	Ian Orrell	IO	Grower (RoW)	NBPOL	
3	Rukaiyah Rofiq	RR	NGO (Soc)	Yayasan Setara Jambi	
4	Taufiqul Mujib	TM	NGO (Soc)	Oxfam	
5	<i>Chong Wei Kwang</i>	<i>CWK</i>	<i>Grower (INA)</i>	<i>First Resources</i>	<i>Resigned</i>

Agenda	Discussion Notes
<b>1</b>	<b>Welcome and Introduction</b> PG welcomed and briefed everyone with the objective of the meeting
<b>2</b>	<b>Confirmation Minutes of Meeting (MoM)</b> MoM of the 3 <sup>rd</sup> meeting was proposed by Chin Kai Xiang and seconded by Joko Arif.
<b>3</b>	<b>Update from the RoW Scoping Study - FoodReg</b> FoodReg was being awarded with the contract to conduct the RoW scoping study on the extent of issues on FFB legality and traceability. This was the first presentation of FoodReg in the FLTTF meeting. RM presented the proposed methodology and update on the RoW Scoping study. Discussion: <ul style="list-style-type: none"> <li>• FN proposed to add Colombia to the list of countries within the scope of the study as it has certified mills.</li> <li>• Traceability self-declaration activity to include a self-declaration from the FFB collection center</li> <li>• TF members suggested the FFB legality to be defined after the study, not before beforehand and</li> </ul>

that FoodReg to prioritize the issue of FFB legality in Malaysia, Thailand and RoW

- Mills with large plantation base will be considered as a “Low risk” while mills with small plantation base will be considered as a “High risk”
- FoodReg to add “sourcing base” and to take out “peat land” and “fires” from high risk mill category
- The first draft of the study to include mills perception on the dealers. FoodReg was also suggested to ask the mills about the dealers location/list
- Secretariat will provide the list of certified mills worldwide for FoodReg to analyse and shortlist the mills for the study.
- Since the survey will also be conducted in Latin America countries and Thailand, than it will be best to use appropriate language accordingly. FoodReg can send the translated questionnaire to the Secretariat to check.

**4 Update from the Indonesia Legality Study - INOBU**

SB from INOBU presented the interim result of the FFB legality study in Indonesia. INOBU have analysed the Indonesian laws and regulation with regards to the FFB legality from the aspects that they have identified. The presentation was also being presented at the RT13. An expert meetings will be conducted on 25 November to discuss the findings on the ground. INOBU is also planning to hold a stakeholders workshop to develop FFB legality definition in Indonesia. The initial plan is to conduct the workshop in Q1 2016.

Discussion:

- There is no single definition for FFB legality in Indonesia. Legality indicators are defined for many sectors such as forestry, plantations, environment, labor and spatial planning. Rather than using these complex and fragmented laws, the review focuses on the supply chain to identify the key legality issues.
- INOBU to invite representative from the FLTTF to attend the workshop. INOBU was also suggested to invite Fortasbi and Asosiasi Amanah as smallholder representatives.
- INOBU to send directly the request for interviews to obtain feedback from growers and global supply chain actors to the TF growers members (KLK, Musim Mas, Sime Darby and Wilmar) to facilitate participation to the study
- INOBU to reach out to InPOP to explore the possibility of incorporating the result of the study into the platform.

**5 Update from the Indonesia Traceability Study – WWF**

PA from WWF presented the update on the Traceability study in Indonesia. WWF views traceability system as the system that can be used to facilitate production and marketing plan and to ascertain the origin of FFB derived from legal sources. The study was intended to improve FFB traceability guidance that contribute to enhance the interpretation and implementation of RSPO indicators number 4.1.4.

Discussion:

- To get more information on the existing traceability system and cooperation on the study, WWF was suggested to write an email the grower members in the task force (KLK, Musim Mas, Sime Darby and Wilmar).
- WWF was suggested to change the term “Traceability” with “FFB Sourcing procedure” to avoid some confusions
- For the alignment of the study and to avoid replication of work, WWF will coordinate with INOBU.

**6 AOB**

**1. Membership**

The TF noticed that some members were not present due to various reasons. CWK has resigned from the company, therefore leaving a vacant seat for INA Grower representative.

Actions:

- a. Secretariat will write to FR to ask whether they want to keep their contribution by sending a replacement for CWK. If not, Secretariat will open the seat to other INA Grower.
- b. The co-chairs will write to the inactive members about their commitments to the TF

- c. A representative of TH SH to join the upcoming meeting
  - d. Reuben Blackie from IDH were invited to formally join the task force as “invited expert” to contribute to the Task Force meetings, noting that as IDH is not an RSPO member the organization cannot sit on the Task Force as a formal member. This will apply from the next meeting onwards.
2. Control and link with other Working Group (WG)  
To ensure alignment of work in progress and to keep the other relevant WG informed, FLTTF need to reach out and formalize link with these working group:
- Smallholders Working Group (SHWG)
  - Trade and Traceability Working Group (TTWG)
  - Human Rights Working Group (HRWG)
- Actions:
- a. DR will check if there is any plan from the RSPO Secretariat to enable link up with WGs.
  - b. In the meantime, FLTTF will start sharing summaries in Powerpoint decks of relevant minutes with the relevant WG with the approval of the Co-chairs
3. Next meeting  
The next FLTTF meeting is tentatively scheduled to take place in the 1<sup>st</sup> week of March 2016 (2-3 March 2016). This will be a 2 (two) days meeting where the TF will also be having a discussion on the budget. The RSPO Secretariat to provide a translation support for this meeting that is planned to take place in Indonesia. RSPO Secretariat will inform the venue after reviewing the options (Jakarta, Medan or Pekanbaru).

## 7 Closing/ Adjournment of Meeting

### Annexes: PPT Presentations

*Annex 1 FoodReg presentation: FFB Legality and Traceability in Malaysia, Thailand and RoW*

*Annex 2 INOBU/EII presentation: Defining the Legality of Fresh Fruit Bunches: Experiences from Indonesia*

*Annex 3 WWF presentation: Developing and Testing Traceability of FFB Supply Chain in Indonesia – Contribution to RSPO Guidance*