

MINUTES OF MEETING OF RSPO 6th RSPO JWG MEETING**Date: 17th & 18th September 2019****Start time: 0900 – 1830****Venue : Capri by Fraser Hotel, Kuala Lumpur****Attendance :****Members and Alternates**

1. Audrey Lee Mei Fong (OLAM)**
2. Balu Perumal (MNS)**
3. Chin Kai Xiang (Bunge)
4. Glyn Davies (WWFMY)
5. John Watts (INOBU)*
6. Lim Sian Choo (BAL)
7. Lee Kuan Chun (P&G)
8. Marcus Colchester (FPP)
9. Maria Amparo Alban (ACDC)
10. Putra Agung (RA)**
11. Rauf Prasodjo (UNILEVER)
12. Rob Nicholls (MM)
13. Sander van den Ende (SIPEF)
14. Balu Perumal (MNS)

Absent with Apologies

15. Alagendran Maniam (SDP)
16. Sutiyana (FORTASBI)
17. Tom Lomax (FPP)
18. Wahyu Wigati (GAR)
19. Jon Hixson (YUM's Brand)
20. Michael Rice (BothEnds,)

*only called in on Day 1

**only attended Day 2

RSPO Secretariat

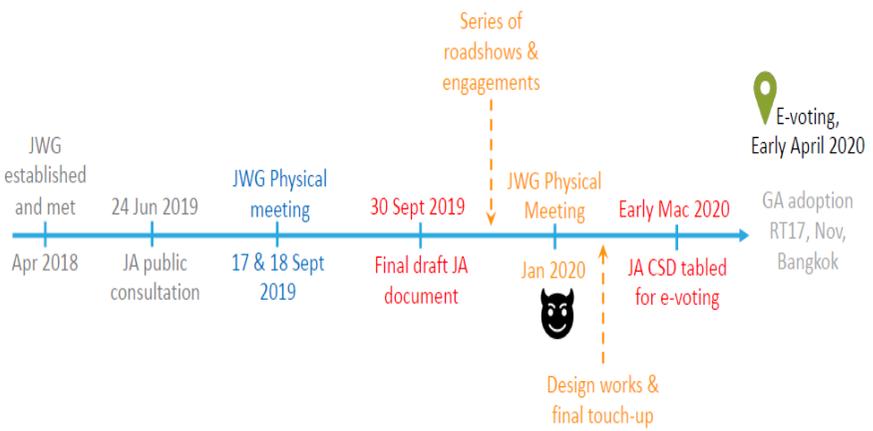
1. Chung Yee Ling
2. Dillon Sarim
3. Javin Tan
4. Salahudin Yaccob

NewForesight (NFC)

1. Joost Gorter

No		Decision	Action Points																								
1.0	<p>Opening Remarks from the Co-Chair:</p> <p>The co-chair welcomed everyone to the 6th JWG meeting and run through the agenda of the two-day meeting.</p> <table border="1" data-bbox="353 411 1281 1339"> <thead> <tr> <th data-bbox="353 411 501 450">Time</th> <th data-bbox="501 411 1281 450">Agenda</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="353 450 1281 488" style="text-align: center;">Day 1: 17th September, 2019 (Tuesday)</td> </tr> <tr> <td data-bbox="353 488 501 641">0900-1000</td> <td data-bbox="501 488 1281 641"> RSPO Secretariat Updates <ul style="list-style-type: none"> • JWG endorsement on member movements • JA public consultations • Summary of comments & feedbacks received (Clarifying Qs) </td> </tr> <tr> <td data-bbox="353 641 501 711">1000-1030</td> <td data-bbox="501 641 1281 711">Break</td> </tr> <tr> <td data-bbox="353 711 501 871">1030-1230</td> <td data-bbox="501 711 1281 871"> Revising the Document: <ul style="list-style-type: none"> • Scope • Availability • Jurisdictional System Requirements </td> </tr> <tr> <td data-bbox="353 871 501 941">1230-1330</td> <td data-bbox="501 871 1281 941">Lunch</td> </tr> <tr> <td data-bbox="353 941 501 1011">1330-1500</td> <td data-bbox="501 941 1281 1011">Revising the Document – Jurisdictional System Requirements (cont'd)</td> </tr> <tr> <td data-bbox="353 1011 501 1082">1500-1530</td> <td data-bbox="501 1011 1281 1082">Break</td> </tr> <tr> <td data-bbox="353 1082 501 1152">1530-1730</td> <td data-bbox="501 1082 1281 1152">Revising the Document – Verification, Claims and Credits</td> </tr> <tr> <td colspan="2" data-bbox="353 1152 1281 1209" style="text-align: center;">Day 2: 18th September, 2019 (Wednesday)</td> </tr> <tr> <td data-bbox="353 1209 501 1279">0900-1230</td> <td data-bbox="501 1209 1281 1279">Revising the Document – Certification Process Requirements</td> </tr> <tr> <td data-bbox="353 1279 501 1339">1230-1330</td> <td data-bbox="501 1279 1281 1339">Lunch</td> </tr> </tbody> </table>	Time	Agenda	Day 1: 17th September, 2019 (Tuesday)		0900-1000	RSPO Secretariat Updates <ul style="list-style-type: none"> • JWG endorsement on member movements • JA public consultations • Summary of comments & feedbacks received (Clarifying Qs) 	1000-1030	Break	1030-1230	Revising the Document: <ul style="list-style-type: none"> • Scope • Availability • Jurisdictional System Requirements 	1230-1330	Lunch	1330-1500	Revising the Document – Jurisdictional System Requirements (cont'd)	1500-1530	Break	1530-1730	Revising the Document – Verification, Claims and Credits	Day 2: 18th September, 2019 (Wednesday)		0900-1230	Revising the Document – Certification Process Requirements	1230-1330	Lunch		
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	1330-1600	Revising words document		
	1600-1700	Next Step/ AOB		
	<p>The JWG raised the following points/agreed to the following points:</p> <ol style="list-style-type: none"> 1. The shared responsibility element is missing in the two-day meeting. The secretariat clarified that this will be discussed on Day 2 of the meeting. 2. Comments that are made during the past group meetings were not considered during the drafting of the final CSD for the public consultation. 3. Only summary from the public consultation made available to the JWG. The JWG should have access to all the comments received from the JA PC. The Secretariat proceeded to share the comments received from the public consultation and online to the JWG. 4. Land use planning piece is missing in the CSD and requires more discussion within the JWG. 5. More discussions need to happen around supply chain management for the JA. 6. The revised timeline would be discussed before the revision of the CSD content. 			
2.0	<p>Revised Timeline:</p> <ol style="list-style-type: none"> 1. The JWG agreed with the following timeline: 		<ol style="list-style-type: none"> 1. Final draft of CSD to be ready by 31st October 2019, ready for another round of consultation and outreach. 2. To have a roadshow at the RT17 to get more feedback about the CSD. 3. To have another round of public consultation for 	<ol style="list-style-type: none"> 1. The secretariat to conduct an outreach on the CSD at the RT17.

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	 <p>2. The JWG agreed to have another 30-day public consultation. For this to happen, the revised CSD need to be available by 31st October 2019.</p> <p>3. The second public consultation should involve more growers, CGMs and other stakeholders.</p> <p>4. The JWG also agreed to use the RT17 opportunity to do an outreach for feedback on the CSD as there will be key stakeholders attending the RT17. A separate session was suggested to target only the smallholders.</p> <p>5. The JWG raised a point on the future review of the CSD. It was suggested to include future review timeline in the CSD.</p>	<p>feedback after the outreach at the RT (no decision on dates yet).</p>	
3.0	<p>Member Movement:</p> <ol style="list-style-type: none"> 1. The Secretariat updated the JWG on members' movement. 2. NBPOL is no longer a member of the JWG and is replaced by SIPEF. SIPEF is the new co-chair. 3. Setara Jambi withdrew from the JWG and RA officially took the social NGO seat. The Secretariat will write an email to the JWG social NGO members to inform and confirm RA's seat in the JWG as another SNGO. 	<ol style="list-style-type: none"> 1. No government representation in the JWG but the JWG is open to have them invited at the next JWG meetings as experts. 2. The JWG agreed to not have any representative 	<ol style="list-style-type: none"> 1. The Secretariat will send an email to the SNGOs within the JWG informing (and confirming) RA's seat in the JWG as another SNGO.

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	<p data-bbox="398 252 1249 354">4. There is a vacant seat for ENGO and smallholders' representative in the JWG. Members of the WG will help connect the Secretariat with potential smallholder groups to represent the smallholders in the JWG.</p> <table border="1" data-bbox="353 359 1281 1152"> <thead> <tr> <th data-bbox="353 359 609 418">Membership Sector</th> <th data-bbox="609 359 945 418">Substantive</th> <th data-bbox="945 359 1281 418">Alternate</th> </tr> </thead> <tbody> <tr> <td data-bbox="353 418 609 477">Grower (MY)</td> <td data-bbox="609 418 945 477">Sime Darby</td> <td data-bbox="945 418 1281 477"></td> </tr> <tr> <td data-bbox="353 477 609 536">Grower (IND)</td> <td data-bbox="609 477 945 536">Bumitama</td> <td data-bbox="945 477 1281 536">Sinarmas</td> </tr> <tr> <td data-bbox="353 536 609 595">Growers (RoW)</td> <td data-bbox="609 536 945 595">OLAM</td> <td data-bbox="945 536 1281 595">FEDAPAL/ NBPOL (SIPEF)</td> </tr> <tr> <td data-bbox="353 595 609 654">ENGOS</td> <td data-bbox="609 595 945 654">WWF</td> <td data-bbox="945 595 1281 654">RA</td> </tr> <tr> <td data-bbox="353 654 609 713">ENGOS</td> <td data-bbox="609 654 945 713">INOBU</td> <td data-bbox="945 654 1281 713">MNS</td> </tr> <tr> <td data-bbox="353 713 609 772">SNGOS</td> <td data-bbox="609 713 945 772">FPP</td> <td data-bbox="945 713 1281 772">FPP</td> </tr> <tr> <td data-bbox="353 772 609 831">SNGOS</td> <td data-bbox="609 772 945 831">Bothends</td> <td data-bbox="945 772 1281 831">Setara Jambi RA</td> </tr> <tr> <td data-bbox="353 831 609 890">CGM</td> <td data-bbox="609 831 945 890">P&G</td> <td data-bbox="945 831 1281 890">Unilever</td> </tr> <tr> <td data-bbox="353 890 609 949">P&T</td> <td data-bbox="609 890 945 949">Bunge Loders Croklaan</td> <td data-bbox="945 890 1281 949">Musim Mas</td> </tr> <tr> <td data-bbox="353 949 609 1008">Retailer</td> <td data-bbox="609 949 945 1008">YUM's Brand</td> <td data-bbox="945 949 1281 1008"></td> </tr> <tr> <td data-bbox="353 1008 609 1067">Financial Institution</td> <td data-bbox="609 1008 945 1067"></td> <td data-bbox="945 1008 1281 1067"></td> </tr> <tr> <td data-bbox="353 1067 609 1126">ISH Group</td> <td data-bbox="609 1067 945 1126">FORTASBI</td> <td data-bbox="945 1067 1281 1126"></td> </tr> </tbody> </table> <p data-bbox="398 1193 1281 1369">5. The JWG acknowledged that the involvement of government is crucial in the JWG discussion. However, the JWG understands that governments are unable to be part of the JWG as they are not members of the RSPO. The JWG agreed that governments can be invited to attend the JWG meeting as invited experts.</p>	Membership Sector	Substantive	Alternate	Grower (MY)	Sime Darby		Grower (IND)	Bumitama	Sinarmas	Growers (RoW)	OLAM	FEDAPAL/ NBPOL (SIPEF)	ENGOS	WWF	RA	ENGOS	INOBU	MNS	SNGOS	FPP	FPP	SNGOS	Bothends	Setara Jambi RA	CGM	P&G	Unilever	P&T	Bunge Loders Croklaan	Musim Mas	Retailer	YUM's Brand		Financial Institution			ISH Group	FORTASBI		<p data-bbox="1348 252 1608 316">from the financial institutions in the JWG.</p>	<p data-bbox="1653 252 1953 386">2. JWG members to nominate smallholder's representative to the Secretariat.</p>
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	<p>6. Another sector missing in the JWG is the financial institution. However, the JWG agreed that the group can still function without the financial institutions. A suggestion to approach financial institutions for feedback on their specific roles within the JA was tabled to the JWG.</p> <p>7. The JWG agreed to get more feedback from smallholders, government and financial institution at the next outreach and public consultation.</p>		
4.0	<p>Summary of the F2F Consultation:</p> <ol style="list-style-type: none"> 1. Six face to face consultations were conducted (Ecuador, Liberia, Sabah, Jakarta - 2, Seruyan) + LTKL (government officials in Indonesia) 2. A webinar with consumer good forums was conducted. 3. 24 online feedback (both completed (14) and incomplete) were received. <p>(A) Summary from Public Consultation - Clarity Seeking:</p> <ol style="list-style-type: none"> (1) RSPO members role/ benefits within jurisdiction (2) Inclusion of all producers (no exclusion) (3) JE as RSPO member (Producer and JE relationship – legal relationship defined) (4) Mechanisms – Jurisdictional level – RaCP, HCV-HCS assessment (“go” and “no-go” map) (5) Management requirements – internal control system; internal grievance and complaint mechanism (impartiality) (6) Other RSPO Producers & Processes (i.e. NPP) (7) List of definition and Acronym (8) Specific indicators/ reporting parameters on each requirement from the 4 Stages <p>(B) Summary from Public Consultation – Major/New:</p> <ol style="list-style-type: none"> (1) Supply Chain Models (Access to CSPO Market & Premium Distribution) 	<ol style="list-style-type: none"> 1. All revisions, be it major or minor, to the CSD should come with a note explaining the revision (i.e.: the summary points from the public consultation). 2. To add section on government sovereignty and licensing authority in the CSD. 	

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	<p>(2) Roles & responsibility of all stakeholders (Shared Responsibilities & SCC)</p> <p>(3) Alignment with ISH (Stepwise approach with timeline)</p> <p>(4) RSPO auditing requirements (sampling, CB/ auditors capacity requirements)</p> <p>(5) Suspension – threshold for ‘wrong doing’</p> <p>(6) Providing various guidelines) i.e. enablers for setting JE, multi-stakeholder (ISH rep) supervisory board, internal auditing, JE financial model)</p> <p>4. The JWG agreed that any revisions, be it major or minor, to the CSD should come with a note explaining the revision (i.e.: the summary points from the public consultation).</p> <p>5. The JWG had a lengthy discussion about country sovereignty and the JWG agreed that it is beyond RSPO (i.e.: governments rarely subject themselves to foreign rules). However, the JWG acknowledged that this is an important element in the JA context and decided to have a section on sovereignty, government, JE, licensing authority to set the context of the JA in the CSD.</p> <p>6. There was a question on whether Gabon is considered a JA? The secretariat clarified that Gabon is not a JA initiative. To avoid confusion, the JWG suggested the Secretariat to explain what it means by nation-wide adoption of the RSPO P&C and how it is different from the RSPO JA.</p> <p>7. On JE relationship with the producers, the feedback received from the public proposes some form of legal relationship between the JE and its producers. However, this should not be prescribed and flexibility is given to the JE decide how the relationships should be forged. The JWG agreed to discuss this further during the supply chain discussion.</p> <p>8. The JWG agreed to discuss the below items, additional to the public consultation summary points:</p> <p>a) Human rights defenders as 6a</p>		

No		Decision	Action Points
	<ul style="list-style-type: none"> b) Quality assurance (e.g.: ALS) as 4b c) HCV remedial systems (RaCP) as others d) Remedy of complaints as 5a e) Credit system (financing of the RSPO etc) f) Governance – financial transparency and COI as 2b (major) g) Exclusion possibility for areas that are not able to comply with the RSPO P&C as 5b h) JA supply models and incentive frameworks/mechanism i) Reporting parameters, specifically on reporting of impacts for decision making process 		
5.0	<p>Unit of Certification</p> <ol style="list-style-type: none"> 1. The WG agreed with the following definition for unit of certification: Unit of verification/certification is all of the mills, supply bases and supply chain actors within the jurisdiction as determined in the JE business plan (stage 2) and the jurisdictional assessment of governance of the JE and the performance of landscape indicators as agreed in the business plan. <ul style="list-style-type: none"> - Internal audit will be 100% of the producers (mills, supply bases and supply chain actors within the jurisdiction) and annual external audit of an agreed sample of producers that are ready for the external audit. <p>At jurisdictional level there should be both internal and external audits</p> 2. The secretariat proposed to include the supply chain actors in the definition of the unit of certification. The JWG will provide feedback on this suggestion. 3. Jurisdictional Certification shall be valid for 5 years with annual surveillance. 4. The JWG had a lengthy discussion about 100% compliance and agreed that 100% compliance is not achievable. The JWG proposes the following: <ol style="list-style-type: none"> a) To have a class-level (based on percentage level of compliance) at Stage 4 of the stepwise approach. For this, the JWG need to have further discussion on the percentage level of classes. 	<ol style="list-style-type: none"> 1. Agreed definition of unit of verification/certification. 2. The JE will be able to define their boundary and can change or revise its boundary from time to time. In this case, 100% compliance would mean that all the producers in the defined boundary comply with RSPO P&C. 3. Individual certificates own by certified RSPO members will not be affected in the event of JE suspension. 	<ol style="list-style-type: none"> 1. The JWG to provide comments on the inclusion of supply chain actors in the unit of verification/certification definition.

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	<p>b) To have some RSPO P&C indicators mandatory and some voluntary No conclusion was reached for these proposals.</p> <p>5. The following was agreed by the JWG:</p> <p>a) The JE will be able to define their boundary and can change or revise its boundary from time to time. In this case, 100% compliance would mean that all the producers in the defined boundary comply with RSPO P&C.</p> <p>b) In the event where the JE is suspended, individual certificates own by certified RSPO members will not be affected.</p> <p>c) RSPO certificate will only be issued at stage 4 of the stepwise approach.</p> <p>d) JE will be held accountable for any conversion of land, regardless of the commodities if the land conversion was done in areas identified as HCV-HCS (i.e.: no-go areas). JE will not be held accountable if the go areas were opened by other commodities. This will be similar for social requirements.</p> <p>e) A sanction mechanism will be developed to deal with non-compliant producers.</p> <p>f) JE should developed a separate business plans for certifiable areas and non-certifiable areas. The development of the business plan is at Stage 2 of the stepwise approach. Some texts around the business plans to be included in the CSD.</p> <p>g) It will be common for large producers to hold their own certificates and not join the JE. However, these large producers should be able to benefit from the JE with regards to the 'go' and 'no-go' areas.</p> <p>h) Landscape level performance and government performance/assessment to be included in the scope of the external audit.</p>	<p>4. RSPO certificate is only available at Stage 4 of the stepwise approach.</p> <p>5. JE will be held accountable for any conversions of 'no-go areas', regardless of the commodity. JE will not be held accountable for any conversions of 'go areas' by other commodities. This is also applicable to social requirements.</p> <p>6. A sanction mechanism will be developed to deal with non-compliant producers.</p> <p>7. Requirement for JE to develop two business plans for certifiable areas and non-certifiable areas at Stage 2 of the stepwise approach.</p> <p>8. Large producers can still benefit from the JE services (e.g.: 'go' and 'no-go' areas) despite not being in the JE.</p>	

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	<p>i) More discussion is needed on the level of destruction allowed on 'no-go' areas.</p>	<p>9. Landscape level performance and government performance/assessment to be include in the scope of the external audit.</p>	
6.0	<p>Application of Standards (Upward Delegation, RSPO P&C 2018, RSPO Smallholders Standard)</p> <ol style="list-style-type: none"> 1. Based on the results of the public consultation, inclusion of the other supply chain actors (i.e.: retailers, CGMs, crushers, third party traders etc) within the JA should be focused. Suggestion is for only 500 metric tonnes. 2. The JWG requested the Secretariat to come up with a text explaining the supply chain structure, to be commented by the WG and then included in the CSD. 3. Some of the JWG members are concerned with the lack of clarity on how the JA will support the medium sized growers. There was a suggestion to include the support framework for the medium sized growers in the CSD. 4. As for independent smallholders, the secretariat proposed that non-RSPO independent smallholders will need to comply to all the requirements stated in the RIIS before they can begin trading CSPO, through the JE. The basis of the proposal is to acknowledge the extra effort by RSPO independent smallholders to organize themselves for RSPO certification. There were mixed feelings about this proposal as the RIIS currently looks more attractive than the JA. There were suggestions to also allow non-RSPO smallholders to be allowed to trade via the RIIS stepwise approach. Ultimately, strong concerns were raised that this may create a competition of uptakes and eventually disincentivise independent smallholders to be sustainable. 	<ol style="list-style-type: none"> 1. Mills (including independent mills) must be RSPO supply chain certified to make claims. 2. The current compensation mechanism is not applicable in the JA context. However, in terms of process-wise (disclosure, LUCA, concept note submission, compensation plan submission), they are still applicable. 3. The JWG note the urgency to have the discussion around compensation ASAP but agree that this will not come together in time 	<ol style="list-style-type: none"> 1. The Secretariat to come up with some texts explaining the supply chain structure of the JA. 2. The Secretariat to work with relevant JWG members for the inclusion of the HRDs element into the CSD. 3. A subgroup to discuss on elements that can be upward delegated. Subgroup consists of: SIPEF, MM, WWF, FPP and Bumitama.

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	<p>5. With regards to mills, the JWG agreed that all mills must be supply chain certified to make claims. The market will drive the certification of independent mills, similar to how it will drive the certification of the producers within the JE.</p> <p>6. All producers within the JE need to comply to NPP, membership rules, RaCP, Human Right Defenders, etc. once the JE becomes an RSPO member. As for the RaCP, the JWG agreed that the current processes within the RaCP is applicable at the JE level, however, several mechanisms, such as the delivery of the compensation (the current compensation mechanism only allows compensation within the same landscape, which is impossible for JE to fulfill) is not applicable in the JE context. Therefore, the RaCP will need to be tailored to fit the JE context. The secretariat encouraged the JWG members to not come up with a dollar figure for compensation as this will have to be revisited by the relevant WG/TF (i.e.: BHCVWG/CTF).</p> <p>7. The JWG proposed to have a discussion on the RaCP at the next meeting. It is acknowledged that the RaCP for JA will not be available at the time of the CSD endorsement (i.e.: April 2020). BHCVWG/CTF will be informed of the urgency to begin the discussion around this.</p> <p>8. The JWG also agreed to include the Human Rights Defenders elements in the CSD. The Secretariat will work with the relevant JWG members for the inclusion of HRDs in the CSD.</p> <p>9. A subgroup was formed consisting of SIPEF, MM, WWF, FPP and Bumitama to discuss additional elements that can be upward delegated to the JE.</p>	<p>for the GA adoption of the CSD.</p> <p>4. Inclusion of the HRDs elements in the CSD.</p>	
7.0	<p>System Requirement (Governance Requirement of the JE, ICS, Impartiality, Internal Grievance):</p> <p>1. The current CSD proposed that JE will have the ability to decide whether its relationship with its producers is on legal or voluntary basis. The JWG agreed to keep this.</p>	<p>1. The JE is an entity with legal authority but its relation with the producers can be voluntary or legal (up for the JE to decide).</p>	<p>1. The Secretariat to look at how it dealt with similar issues on limited NGO participation in the past and propose wordings in the CSD.</p>

No		Decision	Action Points
	<p>2. Based on the public consultation results, there are mixed reactions from the public whether the JE relationship with its producers should be audited. No conclusion was reached for this.</p> <p>3. The JWG is concerned with the lack of local NGOs in certain jurisdiction – can the approach work in jurisdictions with limited local NGOs? The Secretariat clarified that there are similar challenges in the national interpretation groups. The Secretariat took care of this by asking the group to provide evidence on the lack of support from NGOs. There is a strong voice within the JWG suggesting that where there is a lack of NGO participation, the jurisdiction should not be allowed to go for the RSPO JA. The JWG requested the Secretariat to look for previous wordings on similar issues to be included in the CSD.</p> <p>4. The JWG agreed to have financial audit as a requirement within the JE governance as a mechanism to deal with conflict of interest and ensure financial transparency. This is additional to the two mandatory audits: internal and external audits.</p> <p>5. The Secretariat proposed the below wording for ICS: <i>JE personnel who have provided consultancy/support services with the boundary of the JE during the preceding two years shall not take part in an audit or other certification activities for the JE.</i> The Secretariat clarified that this will only to consultants that have been hired by the JE in the past two years. After some discussions, the JWG agreed to not approve the suggested wording, however, requirements to reuse consultants for services need to be spelled out in the CSD.</p> <p>6. On the requirement to develop and implement a system for the tracking of FBB and CPO production and sales, the JWG requested to also include PKO in the list of tracked production and sales.</p> <p>Internal Appeals, Grievances, and Complaints System</p> <p>1. The JWG agreed on the requirement to have an internal grievance mechanism within the JE. The Secretariat clarified that the RSPO Complaints</p>	<p>2. The JWG agreed not to have the proposed wording on ICS in the CSD.</p> <p>3. Financial audit to be a requirement in JE governance.</p> <p>4. To include palm kernel oil in the list of categories to be tracked by the JE (see slide 31).</p> <p>5. Separation of bodies to look at grievances within the JE. The body overseeing the grievances must at least have include a member of the supervisory board to ensure impartiality.</p> <p>6. Requirements to re-use consultant to be included in the CSD.</p>	

No		Decision	Action Points
	<p>Panel will have authority over the JE and its producers (since JE is a member of the RSPO and the producers are related to the JE). Therefore, complaint against the non-members will be addressed through the JE.</p> <p>2. To avoid conflict of interest in complaints management, the JWG proposed to have a separate body managing the complaints and noted that there should be clear separation of power from the JE and the body that manages the complaints. It was suggested that the involvement of the supervisory board (selected independent members) is crucial in dealing with the grievances against the JE to ensure impartiality. The JWG requested some sentences to be made available on this in the CSD.</p>		
8.0	<p>Stepwise Approach (Claims, Incentives, Supply Chain Models):</p> <ol style="list-style-type: none"> 1. The JWG agreed to have two additional business plans (for certifiable and non-certifiable areas) to be made as an additional requirement to the TBP at Stage 2 of the stepwise approach. 2. The JWG clarified that RSPO pilot JE governance requirements are not for the JE, but for the local government. Revision is to be made on the CSD to reflect this more clearly. 3. The JWG requested NFC and the Secretariat to work on stepwise approach requirement table and get all the JWG members to comment and provide feedback. 	<ol style="list-style-type: none"> 1. Requirement of the business plan to be incorporated into Stage 2 of the stepwise approach. 2. The requirements in the RSPO pilot Stage on JE governance is not for the JE but for the local government. 	<ol style="list-style-type: none"> 1. NFC and Secretariat to work on the existing stepwise approach table and get the JWG members to comment and provide feedback.
9.0	<p>Certification Process Requirement (Auditing on Jurisdictional Level - Both JE and Producers)</p> <ol style="list-style-type: none"> 1. The Secretariat informed the JWG that the public consultation results proposed a combination of the linear model and fixed percentage model with regards to CPSO trade. The public also proposed to have the benefits flow directly to the compliant producers, instead of the JE. As for the JE, there should be a credit system ('JE Credit') in which the market can provide the recognition of the JE performance and incentivise the JE to work on getting more of its producers RSPO P&C compliant. The Secretariat is 	<ol style="list-style-type: none"> 1. To include text in the CSD to get BoG approval for any future revisions of the CSD instead of having to go through GA adoption. 2. To rename 'JE credit' as right now it is 	<ol style="list-style-type: none"> 1. The Secretariat to provide the write up on how the additional incentive ('JE Credit' works) and present it to the JWG for feedback.

No		Decision	Action Points
	<p>currently looking at possible mechanisms within the current PalmTrace to allow non-RSPO members to perform CSPO trade via the platform. The 'JE credit' proposed by the Secretariat will allow double-counting and introduced at Stage 3 of the stepwise approach.</p> <p>2. The JWG has mixed reactions to the proposal:</p> <ul style="list-style-type: none"> a) 'JE credit' is a good incentive to JE after completing Stage 1 and Stage 2 of stepwise approach. b) It will discredit the current RSPO credit system as the 'JE Credit' is not real oil <p>Ultimately, the JWG considered the proposal and requested the Secretariat to provide a write up on how it will work and rename it other than 'JE Credit'. No conclusion at this point from the JWG as there needs to be assessment of risks for introducing this into the RSPO system.</p> <p>Approval of the CSD</p> <p>1. On approval of the CSD, the Secretariat informed the JWG that if the CSD is approved in the GA, any future revisions would have to go through the same channel. The Secretariat however, will seek clarification and confirm if the BoG can approve revisions without having to go through the GA. The JWG agreed with the proposal to include some texts in the CSD around BoG approvals being sufficient for any future revisions of the CSD.</p>	<p>discrediting the RSPO existing credit system.</p>	
10.0	<p>Stepwise Approach of Independent Smallholders Standard</p> <ul style="list-style-type: none"> 1. P&G presented the RISS so that the WG can learn from the RISS stepwise approach. 2. There are three Stages: <ul style="list-style-type: none"> b. Eligibility – sets of requirements that independent smallholders will be independently audited by a certification body. If these requirements 		

No		Decision	Action Points
	<p>are met, ISH will get a certificate to trade 40% of their total CPO produced. Only credits.</p> <ul style="list-style-type: none"> c. Milestone A – within two years of eligibility, ISH groups are required to achieve Milestone A. Additional set of requirements to the eligibility requirements. 70% total CPO can be traded as CSPO. Only credits. d. Milestone B – full requirements to the ISH standard which will then allow 100% trade. The timeline to go to Milestone B from Milestone A is 1 year. e. Failure to proceed to the next milestone within the stipulated timeline will result in not being able to trade credits and move backwards in the ISH stepwise approach. Trade is both physical and credits. f. Exclusion of independent allowed in the ISH stepwise approach is possible. Excluded members can also restart the stepwise approach. g. Credits is the incentive to move forward from one milestone to another. However, if they are many drop outs, the group won't be able to self-sustain itself. 		
11.0	<p>Next meeting:</p> <ul style="list-style-type: none"> 1. The JWG agreed that there will be no more physical meeting in 2019. However, they have agreed to plan for a Webex call in October to look at the revised CSD. 2. The final draft of the CSD will be shared with the JWG in the week of 11th October 2019. 3. The Webex is planned on the week of 21st October 2019. The Secretariat will send a doodle poll to confirm the date and time. <p>AOB:</p> <ul style="list-style-type: none"> 1. The secretariat notified the JWG that the three pilots will be presented at the RT17 in one of the sessions. 	<ul style="list-style-type: none"> 1. Pilots to be presented at the RT17 in one of the sessions. 2. A WebEx call will be planned in October to discuss the final draft of the CSD. 3. Final draft of the CSD to be shared with JWG – Week of 11th October 2019 	<ul style="list-style-type: none"> 1. The secretariat to send out a doodle poll for the WebEx meeting (week of 20th October) 2. The Secretariat to list all decisions made and share it with the JWG.

No		Decision	Action Points
	<p>2. The second public consultation will be after 31st October, 2019 and it will aim to reach out to non-RSPO members for the second outreach (as per the BoG’s comments).</p> <p>3. The JWG revisited some of the issues:</p> <p>a) RaCP – some elements of the RaCP will be made available in the CSD in the form of placeholder wordings (together with NPP, membership rule etc).</p> <p>I. The idea of the JE finding its own mechanism to compensate is open for discussion.</p> <p>II. Hectare to hectare compensation makes a lot more sense than the dollar compensation in the JA context.</p> <p>III. Consider looking at available funding mechanism to support RaCP for JA. ‘JE Credit’ should be lucrative enough to compensate the requirement of the RaCP.</p> <p>IV. Currently there is very limited number of compensation proposal, hence, there is no room for the JWG to be creative on the compensation mechanism proposal to the BHCVWG/CTF.</p> <p>b) Reporting and monitoring</p> <p>c) Shared Responsibilities</p> <p>I. The JWG should not tap into the shared responsibilities elements too much. The JWG should support the initiative but focus should be given more on more relevant issues.</p> <p>II. Exploring the idea of including the RaCP in the shared responsibilities elements for JA</p> <p>III. Shared responsibilities elements will not be included in the CSD, but it will be brought forward for further discussion with the public at the outreach.</p>	<p>4. Second public consultation will be after 31st October, 2019</p> <p>5. The second public consultation will also aim to reach out to non-RSPO members.</p> <p>6. RaCP and other elements such as membership rules, NPPs, etc. will be included in the next CSD draft (placeholder wordings).</p> <p>7. To take public comments on how the Shared Responsibilities can be applicable in the JA during the outreach. No wordings will be suggested on this in the revised CSD.</p> <p>8. On JE financing – This should be included in the JE’s business plan (placeholder wording to be available in the CSD).</p>	

No		Decision	Action Points
	<p>d) JE Financing – this should be included in the JE’s business plan. A placeholder wording on JE financing to be made available in the CSD.</p> <p>4. The JWG requested the Secretariat to list down all the agreed changes, decisions made and action points to the JWG. The Secretariat commented that, while there is some good progress achieved in the two-day meeting, there will still be questions that need to be answered and require decision making. These questions will only come to light during the revision process of the CSD. The Secretariat will include these questions in the final draft of the CSD and get decisions from the JWG in the October Webex call.</p> <p>5. There being no other matter, the co-chairs thanked the JWG members and the Secretariat for the productive two-day meeting.</p>		

**6th Meeting of RSPO JWG
17th and 18th September 2019
Capri by Fraser Hotel, Kuala Lumpur**

#	Name	Organisation	Signature 17 th September	Signature 18 th September
1	Alegandran Maniam	Sime Darby Plantation	—	—
2	Audrey Lee Mei Fong	OLAM	—	—
3	Balu Perumal	Malaysian Nature Society	—	—
4	Chin Kai Xiang	Bunge	—	—
5	Glyn Davies	WWF Malaysia	—	—
6	John Watts	INOBU	—	—
7	Jon Hixson	YUM's Brand	—	—
8	Lee Kuan Chun	P&G	—	—
9	Lim Sian Choo	Bumitama Agri Limited	—	—
10	Marcus Colchester	Forest People Programme	—	—
11	Maria Amparo Alaban	ACD Consulting	—	—
12	Michael Rice	Both ENDS	—	—
13	Rauf Prasodjo	UNILEVER	—	—
14	Rob Nicholls	Musim Mas	—	—
15	Sander van den Ende	NPOL SIAF	—	—
16	Putra Agung	Rainforest Alliance	—	—
17	Tom Lomax	Forest People Programme	—	—
18	Sutiyana	FORTASBI	—	—
19	Uki Ruqaiyah Rafiq	Yayasan Setara Jambi	—	—
20	Dillon Sarim	RSPO	—	—
21	Javin Tan	RSPO	—	—
22	Salahudin Yaacob	RSPO	—	—

#	Name	Organisation	Signature 17 th September	Signature 18 th September
23	Chung Yee Ling	RSPO	—	—
26	Joost Gorter	NFC	—	—
27	Laurens Speelman	NFC	—	—
28				
29				
30				
31				