

MINUTES OF MEETING (DRAFT)

6th Standard Standing Committee

Date: 6th March 2020 (Friday)

Time: 2:00PM - 4:30PM

Venue: Renaissance Kuala Lumpur Hotel

ATTENDANCE

Name	Organisation	Constituency
Present:		
1. Olivier Tichit (Co-Chair)	Musim Mas	Processor & Trader
2. Lee Kuan Yee (Co-Chair)	MPOA	Growers
3. Ian Orrell	New Britain Palm Oil Limited	Smallholders
4. Lim Sian Choo	Bumitama	(SHSC)
5. Audrey Lee	OLAM	Growers
6. Jenny Walther-Thoss	World Wide Fund for Nature	Growers
7. Prasad Vijaya	RSPO Secretariat	ENGO
8. Amir Afham	RSPO Secretariat	
9. Julia Majail	RSPO Secretariat	
10. Alicia Khor	RSPO Secretariat	
Absent with apologies:		
1. Paula den Hartog	Rainforest Alliance	
2. Anne Rosenbarger	World Resources Institute	SNGO
3. Koji Sato	KAO Corporation	ENGO CGM

AGENDA

#	Item	Time (Min)
1	RSPO Standard Setting SOP 1.1. Revision of the RSPO Standard Setting SOP (updates) 1.2. Annex 5 – Procedure for RISS NI development (for approval)	50
2	Confirmation of Agenda	5
3	Confirmation of previous minutes of meeting 3.1. Action items from previous meeting 3.2. SSC Activity 2020	10
4	Standing Committee Alignment Meeting 4.1. Summary and Action Points from the Inter Standing Committee Meeting 4.2. SSC Structure and interlink with the other SC 4.3. SSC ToR for WG 4.4. SSC KPI 2020	30
5	National Interpretation 5.1. Indonesia NI 5.2. Malaysia NI 5.3. Mexico NI 5.4. Gabon NI	30
6	Decent Living Wage 6.1. Updates	15
7	Development of a Palm Oil Producer Grading System and Approach for the Certification of Medium Sized Growers 7.1. Terms of Reference (for approval)	10
8	AOB	5

Meeting adjourns.

DISCUSSION

No	Description	Action Items
1.	Opening LKY welcome and thanked everyone. She proposed to discuss agenda that need the Committee’s decision as OT will need to take a call at 3:00pm.	
2.	RSPO Standard Setting SOP	
2.1	Revision of the RSPO Standard Setting SOP (updates) <ul style="list-style-type: none"> The SOP is undergoing review to better cater to the new governance structure. Once the document is prepared, it will be shared with SSC. 	Info
2.2	Annex 5 – Procedure for RISS NI development (for approval) <ul style="list-style-type: none"> Indonesian stakeholders have expressed interest to develop NI for RISS. In order to meet their request, a procedure is necessary to be developed as addendum to the RSPO Standard Setting SOP to accommodate such need. A draft of the addendum was prepared by Secretariat and discussed at the SHSC. At the meeting, the SHSC members agreed that a full NI or a fast tracked process need to be set up to develop the interpretation as required by the local stakeholders. The draft has been reviewed by the SHSC and forwarded to SSC for review and approval. The draft has also included a fast track path to allow quicker path to produce the NI for ISH. The terms “working group” will be removed and replaced with “taskforce” to correspond to the new Governance structure. <p>Discussion:</p> <ul style="list-style-type: none"> Members expressed their concern for the RISS to have NI considering that the standard is new (standards and step-wise approach). The RISS is a new standard and new approach. NI for the Standard is not appropriate when most have no experience with the new standard. It would only create more confusion especially for the CBs. Full pledge NI is not necessary as the standard was developed with consideration to make it simple for implementation. Members agreeable local interpretation is needed for the purpose of audit process on items: <ul style="list-style-type: none"> Definition of a smallholder Adoption of appropriate laws, rules, and regulations in the country on land rights and legality. 	

	<ul style="list-style-type: none"> ○ Any other matters relevant to the national local context of Independent Smallholders. <p>Decision:</p> <ul style="list-style-type: none"> ● The Committee recommended the generic RISS be adopted, and that local interpretation to be developed by the stakeholders in the country on the following items only: <ul style="list-style-type: none"> ● Definition of smallholders (including size threshold); ● Adoption of appropriate Applicable local laws, rules and regulations in the country including pertaining to land and land-use rights and legality; and ● Any other matters relevant to the national local context of Independent Smallholders. ● RSPO Secretariat will provide support and resources if a group developing the local interpretation facing lack of quorum. 	<p>Action point:</p> <ul style="list-style-type: none"> ● JM will revise the Annex 5 draft and share with SCC for approval. ● Secretariat will communicate this decision with the TF in Indonesia and for them to proceed with their meeting.
3. Confirmation of Agenda		
	<ul style="list-style-type: none"> ● Proposed to add agenda to discuss on Gabon NI. 	
4. Confirmation of previous minutes of meeting		
4.1	<p>Confirmation</p> <ul style="list-style-type: none"> ● Minutes of meeting was proposed to be endorsed by LSC, and seconded by JW. 	
4.2	<p>Action items from previous meeting</p> <ul style="list-style-type: none"> ● Meeting dates for Standard SC Activity 2020 presented. ● Some SSC members are unavailable to attend the proposed June physical meeting, as there is a concurrent palm oil conference happening in KL. The June meeting is to be postponed to July. 	<p>Action points:</p> <ul style="list-style-type: none"> ● Jules is to propose dates in July for SSC meeting.
5. Standing Committee Alignment Meeting		
5.1	<p>Summary Updates and Action Points from the Inter Standing Committee Meeting</p> <ul style="list-style-type: none"> ● This is to summarize the SC alignment meeting held in the morning today, attended by the Board link who sat in the respective SCs. There is a total of 4 SC: <ol style="list-style-type: none"> a. Standards SC b. Assurance SC c. Smallholders SC d. Market development SC ● The meeting today was to discuss on the governance structure and to decide which WG should be parked under which SC. It was acknowledged that WG that parked under SSC crosslinked will all other SCs and not work in silo. ● SSC structure will have two main workstreams: <ol style="list-style-type: none"> i. standards development ii. standards interpretation ● SCC will review all normative and informative documents such as standards, guidances, guidelines and procedures. 	

	<ul style="list-style-type: none"> Assurance SC (ASC) will review post-monitoring and checklist development documents. For example, NPP guidance development will be under SSC, but ASC will do the post monitoring on compliance. It was decided that HRWG, Jurisdiction WG, Peatland WG, NDJSG, and SRWG are placed under SSC. Once all the standards/guidances are developed, it may be parked under the other SCs. It was agreed that BHCV WG is placed under ASC. SSC will be the one updating the Board on the progress. SSC will need to be strategic and be ready to adapt any changes in time to come. SSC also will need to look at any gaps that may be apparent. The Indonesia BHCV TF and FPIC TF will be parked under the country NI TF. 	
5.2	<p>SSC ToR for WG</p> <ul style="list-style-type: none"> Based on the presentation on ToRs this morning, it was proposed that Secretariat will come up with a streamlined and standardized ToR for SCs and WGs. 	<p>Action Points: To streamline and standardize the SC TOR and compile all ToR for all WGs/TFs under SSC.</p>
5.3	<p>SSC KPI 2020</p> <ul style="list-style-type: none"> SSC KPI 2020 deadline is at the end of April. Suggestions to be included in SSC KPI 2020: - All NIs approved and adopted RSPO Standard Setting SOP reviewed and adopted Revision of NPP completed and endorsed Shared responsibility All MoM will be shared for comments with the Committee members within 1 month from the meeting date, and to be uploaded in the RSPO website within 2 months after endorsement of the minutes. All meeting pack must be sent to SSC 1 week before the Committee meeting. SSC support for RSPO Secretariat to get more manpower to support the work for SCC. 	<p>Action Points:</p> <ul style="list-style-type: none"> Jules is to prepare a draft for SSC KPI 2020 for SCC to discuss the KPI on 3rd April.
5.	National Interpretation	
5.1	<p>Indonesia NI</p> <ul style="list-style-type: none"> The issue on non-corporate land clearance mentioned in section 7.7.7. has not been finalized. The following issue will be communicated back to INA NI TF to be resolved: <ul style="list-style-type: none"> Specific guidance text in section 7.7.7. English interpretation will prevail over Bahasa Indonesia interpretation. Decision by BoG (from BOG meeting yesterday) on HGU on the following: <ol style="list-style-type: none"> For all new certification, company(ies) must have 	<p>Action points:</p> <ul style="list-style-type: none"> JM, AA and LSC are to discuss and finalize the text for 7.7.7. JM is to convey the matters to INA NIWG.

	<p>HGU or other acceptable legal alternatives; and</p> <p>2. For all re-certification, company(ies) can continue certification provided that they must show sufficient evidence that the company(ies) is moving towards obtaining the HGU and must comply with all requirements at the time.</p> <p>The NI Indonesia TF is required to clarify what is the interpretation of ‘acceptable legal alternatives’.</p>	
5.2	<p>Malaysia NI</p> <ul style="list-style-type: none"> Decision by the SSC has been communicated to the MY NITF and currently waiting for response. 	Info
5.3	<p>Mexico NI</p> <ul style="list-style-type: none"> Decision has been communicated to the Mexican NITF and currently waiting for response. 	Info
5.4	<p>Update on Gabon NI (Ms Audrey Lee)</p> <ul style="list-style-type: none"> The submission deadline for Gabon NI is June 2020 and endorsement deadline is August. During the public consultation period, the NITF took the initiative to debrief NDJSG in particular on 7.12.3 of which the NITF has proposed text on how HFCC would look into this Criteria. Feedback received from HCSA and discussion within NDJSG concluding not to engage with Gabon NI TF at this stage until NDJSG come with its own procedure. The TF also has reviewed all comments received during the public consultation and one of the comment was from HCSA saying NI can proceed but must maintain the current text in the 7.12.3. Big question remain on when is this procedure going to be finalized? At the BoG meeting, it was proposed the SSC to go back to NDJSG to come up with a workplan and timeline to finalize the procedures otherwise we should allow HFCC to proceed with their model/methodologies so long it follows the multi-stakeholders processes, secure the rights of the community etc. <p>Decision</p> <ul style="list-style-type: none"> SSC to send a formal note to HCSA to say that the NI is under a very strict timeline, hence if the NDJSG does not present a clear workplan/timeline/milestone on when the procedure be finalized for public consultation, we then need to set in place some other approval process and we welcome inputs and participation from HCSA members to contribute. SSC will send the notes as the NDJSG now is parked under SSC. SSC also may request the NDJSG to review the methodology and decide if it can be used or otherwise. (Note: The methodology has been made publicly available since January 2020 and open for review). 	<p>Action points: Jules, Amir and Audrey are to draft formal letter to NDJSG.</p>
6.	Decent Living Wage (DLW)	

<p>6.1</p>	<p>Update</p> <ul style="list-style-type: none"> • Nov 2019: <ul style="list-style-type: none"> ○ Interim statement on DLW was drafted endorsed and shared with NIs ○ Guidance and toolkit on DLW was developed and uploaded in the RSPO website ○ ToR for the global advisor and local consultants (for Indonesia and Malaysia) finalized and formalizing of sub-group for INANI and MYNI. • Jan – March 2020: <ul style="list-style-type: none"> ○ Training on DLW was done via webinar (in English, Bahasa Indonesia, French and Spanish) ○ Physical training is planned in Feb/March (Latin America), March (Malaysia) and May (Indonesia). ○ On Consultant for the benchmarking, proposals received as follow: <ul style="list-style-type: none"> ▪ 3 proposals - global advisor, ▪ 2 proposals - local consultant (Indonesia) ▪ 1 proposal - local consultant (Malaysia) ○ Currently selecting the consultant and planned training by the Global Consultant for the local consultant in Indonesia and Malaysia to take place in March. • April – Dec 2020: <ul style="list-style-type: none"> ○ Calling for consultant for LatAm and Africa. ○ Subgroup formalized in this region. ○ Mobilize the benchmarking exercises. • 2021: <ul style="list-style-type: none"> ○ Public consultation for all regions (Malaysia, Indonesia, LatAm and Africa) ○ Endorsement of the benchmark by end of 2021. • Considering the large area of Indonesia as a country, it is important ot determine area covered for the benchmarking exercise. Similar to Malaysia, Africa and LatAm. • Endorsement of the benchmark is planned in 2021 after taking into account the time needed to complete the benchmarking exercise. • Physical training on DLW may be hampered in view of the Covid-19 issues. More webinar will be done as alternative noting on the limitation of its effectiveness. • Africa and LatAm to review which country be prioritized as there are few countries in each continent. It may not be completed even after 2021. • Monitoring measure must be put in place on the benchmarking to evaluate the progress and situation for different countries. • SSC suggest to tender more than one local consultant in each region. This is proposed in hope to segregate the work and create friendly competition. 	<p>Action Points:</p> <ul style="list-style-type: none"> • Inform SSC which provinces in each region would be involved. • Provide analysis on the proposal received by the end of March.
<p>7.</p>	<p>Development of a Palm Oil Producer Grading System and Approach for the Certification of Medium Sized Growers</p>	
<p>7.1</p>	<p>Terms of Reference (for approval)</p>	<p>Action Points:</p>

	<ul style="list-style-type: none"> • On the 4th line, 3rd paragraph, 3rd page, it states that "...the TF should refer the matter to RSPO board committee". The entity should be amended to SSC. • The wording, 'grading' system, is to be amended to 'profile system'. • ToR was approved. 	<p>Minor revision on the ToR wording</p>
8. AOB		
	<ul style="list-style-type: none"> • Code of conducts should be provided to the SCC to be signed and return. • Homework on KPI to discuss in meeting in April 2020. 	

Meeting ends at 16:30.