

TERMS OF REFERENCE FOR MEMBERS OF SUPPLY CHAIN CERTIFICATION STANDARD REVIEW TASK FORCE (SCCS REVIEW TF)

1. Background

The Roundtable on Sustainable Palm Oil, RSPO, is a global, non-profit organisation with over 6,000 members across more than 100 countries and territories. RSPO brings together stakeholders from across the palm oil value chain to develop and implement global standards for sustainable palm oil. The objective of RSPO is to promote the growth and use of certified sustainable palm oil products through cooperation within the value chain, and the RSPO's vision is to be a global partnership to make palm oil sustainable. In 20 years, RSPO has seen impressive growth with approximately 20 percent of global palm oil production being RSPO certified.

RSPO standards are reviewed at least once every five years, in accordance with the ISEAL Alliance's requirements as outlined in the ISEAL Code of Good Practice for Sustainability Systems (version 1.0, Clause 6.14). The current RSPO Supply Chain Certification Standard (SCCS) 2020 was endorsed by the RSPO Board of Governors (BoG) in February 2020. Based on ISEAL requirements and the RSPO Standard Operating Procedure (SOP) for Standards Setting and Review 2020, RSPO is formally initiating a review of the SCCS 2020. This was formally announced on 10 February 2025. An SCCS Review Task Force (TF), which is non-permanent by nature, is proposed to be established to oversee the review process. This Terms of Reference (ToR) sets out the requirements of the SCCS Review TF and the expected process(es) of the review.

2. Aims and Objectives

The main aims of the RSPO Supply Chain Certification Standard review are:

- to assess, update and revise the RSPO Supply Chain Certification Standard (SCCS) 2020 document as determined by the review process; and
- to evaluate current and potential expectations, practices, and procedures related to supply chain certification within the palm oil industry for possible inclusion in a revised SCCS, with consideration of supporting implementation across palm oil supply chains.

The primary objective of the SCCS Review TF is to assess the current RSPO supply chain requirements as contained in the SCCS 2020 and to determine whether revisions are needed in order to enhance clarity and ensure a revised SCCS remains auditable, implementable, relevant, and applicable across various sectors for at least the next five years.

To support and meet the objectives of the SCCS Review, the TF shall be supported and informed by the results of the SCCS initial public consultation survey (commencing 10 February 2025, ending 5 March 2025). The survey solicits feedback, suggestions and/or commentary from RSPO members and

stakeholders on the current SCCS 2020 as well as potential additions/improvements in a revised SCCS. The TF shall also be guided by the ISEAL Code of Good Practice for Sustainability Systems (version 1.0) that are related to RSPO's compliance to the ISEAL Code.

3. The governance structure

The RSPO Standard Standing Committee (SSC) shall establish an SCC Standard Review Task Force (hereinafter referred to as the 'Task Force' or 'TF') to deliver on the aims and objectives outlined in this Terms of Reference (TOR). The TF shall oversee the whole review process until the completion of a revised RSPO SCC Standard that is approved by the RSPO SSC and endorsed by the RSPO Board of Governors (BoG).

The Task Force (TF) is responsible for drafting the revised SCC Standard, reviewing it based on the initial public consultation survey results, and publishing a draft for public consultation. Additionally, the TF will consolidate stakeholder feedback and consider its integration into the final draft of the revised RSPO SCC Standard. The TF will also prepare their response to the stakeholder feedback as required by the ISEAL. The RSPO secretariat will publish all received comments or accurate summaries, with explanations of how key issues were considered.

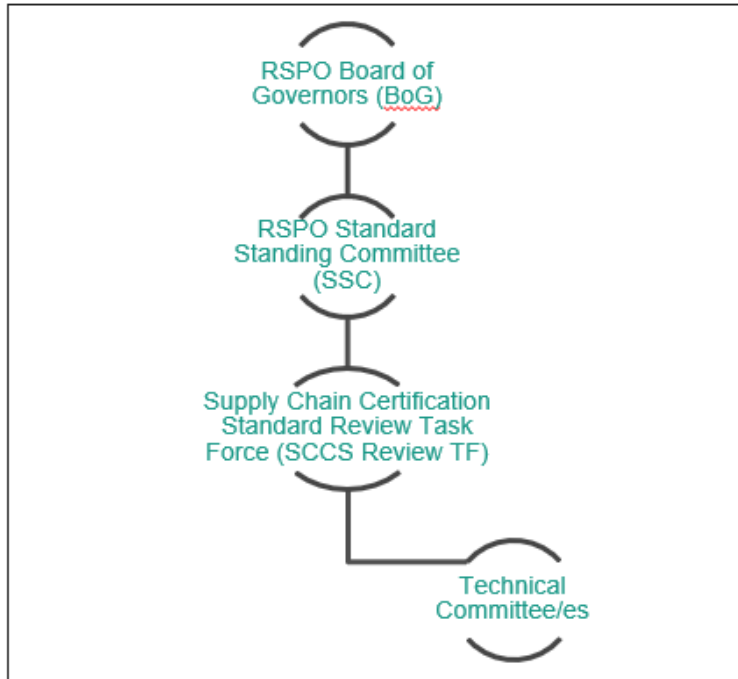
The TF will be facilitated by the RSPO Secretariat. Additional facilitators (and other supporting roles) may be appointed at the direction of the Task Force, depending on resource availability. The role of the facilitator is to ensure that all TF meetings focus on the objectives as defined in the ToR and ensure that they are being duly conducted in accordance with the requirements of this document. RSPO strives to ensure all stakeholders can participate meaningfully, and as such, the RSPO Secretariat shall facilitate their participation in terms of specific briefings or support to understand documents and processes through additional capacity building, if needed.

Technical Committee/es (TCs) may be established to assist in the development of specific areas for the revised SCC Standard as directed by the TF. The TC(s) will be made up of participants with expertise in the specified areas that have been identified. Proposals from the TC(s) will be tabled to the Task Force for decision-making. The number and focus of a TC is to be determined by the Taskforce.

The RSPO Standard Standing Committee (SSC) will ensure that the appropriate requirements outlined in this ToR and in the RSPO Standard Operating Procedure for Standard Setting and Review 2020 have been complied with, and shall then be recommended for RSPO BoG endorsement.

To avoid conflict of interest and due to the escalated alternative decision-making mechanism as outlined in section 4.4 of the RSPO Standard Operating Procedure for Standard Setting and Review 2020, SSC members (as individuals) shall not sit on the TF.

Figure 1. The governance structure



4. Representation

The SCCS Review TF representation may consist of the seven (7) Ordinary RSPO membership sector (refer to Table 1). To ensure active participation from the Task Force members, it is recommended that the TF representatives are either user(s) of the SCC Standard or those who have impact/are impacted by the SCC Standard. Each sector will nominate its substantive Representative(s) accordingly. The substantive Representative then joins the SCCS Review TF on behalf of the constituent group that nominated them. The substantive Representative may also nominate an “Alternate”, who will participate only when the member is absent from SCCS Review Task Force meetings. Where alternate members are present with substantive members at a meeting, alternate members shall not actively participate and shall take on the role of observers. However, alternate members can be asked or may be given permission to contribute by the TF Facilitator or the chairperson of the TF, where and when appropriate.

A number of Observers may be invited to participate in the TF, who may consist of RSPO accredited Certification Bodies, RSPO Affiliate and RSPO Supply Chain Associate members, and other voluntary sustainability schemes (refer to Table 2). Observers shall only contribute when asked or if given permission by the TF Facilitator or the chairperson of the TF, as non-voting members.

Each substantive and alternate member of the SCCS Review TF shall represent an RSPO Member. All members of the SCCS Review TF, observers and all members of TC that might be formed shall abide by

the Code of Conduct (CoC) for RSPO Standard Development activity (refer to Annex 1). The CoC has to be signed by all members and observers in the SCCS Review TF. The signed CoC must be forwarded to the RSPO Secretariat for record prior to participation in meetings.

The SCCS Review TF shall consist of RSPO members representing the sectorial and geographical composition of RSPO. To ensure effective discussions and decision making, the ideal structure of the TF is as follows:

Table 1. Substantive Representatives in SCCS Review TF

Substantive Representatives in SCCS Review TF by Ordinary Membership Sector	Maximum Number of Seats
Palm Oil Growers (including Smallholders);	4
Processors & Traders	4
Consumer Goods Manufacturers; Retailers	4
Environmental or Nature Conservation Organisations; Social or Developmental Organisations;	6
Banks and Investors	2
Total	20

The number of Observers per category can be found in the table below:

Table 2. Observers in the SCCS Review TF

Observers in SCCS Review TF by Category	Maximum Number of Seats
RSPO Accredited Certification Bodies (CBs) - ideally representing Europe, North America, Asia, Rest of the World (ROW)	4
RSPO Affiliate Members; RSPO Supply Chain Associates, and/or RSPO Supply Chain Group Manager and	3
Other Voluntary Sustainability Schemes*	3

* *Members of the ISEAL Alliance with similar chain of custody standards, such as the Forest Stewardship Council (FSC), Bonsucro.*

4. Roles and Responsibilities

The SCCS Review TF in its first meeting shall appoint a chairperson/co-chairs to lead the TF. The TF chairperson/co-chairs and the RSPO Secretariat shall be responsible to organise the TF meetings and facilitate submission of documents for public consultation, submission for SSC approval, and submission for BoG endorsement.

Roles	Responsibilities
Chairperson/ co-chairs	<p>a) To ensure all meetings of the SCCS Review TF are focused on achieving the aims of the review and objectives of the TF, and to ensure that the review is being duly conducted in accordance with the requirements of:</p> <ul style="list-style-type: none"> ● Adherence to the SCCS Review TF Terms of Reference (ToR). ● Adherence to the Code of Conduct (CoC) for individual TF members and observers. <p>b) To maintain proceedings in good order and to verify that transparency is maintained throughout by accurate reporting of the SCCS Review TF progress to the SSC and the BoG, including the posting of agreed documents on the RSPO website, press and other media outlets.</p> <p><i>Note: The ToR and CoC may be discussed / modified if and as agreed upon by SCCS Review TF Members. Any changes of the ToR and CoC shall require endorsement from the RSPO SSC.</i></p>
SCCS Review TF Members	<p>a) Individual members must strive to meet the objectives of the SCCS Review TF, as set out above.</p> <p>b) Attend all meetings of the SCCS Review TF.</p> <p>c) Actively participate in all physical and virtual discussions of the SCCS Review TF</p> <p>d) Consult with interested parties from their constituent group who are not directly represented in the SCCS Review TF and ensure that such views are expressed within the discussions.</p> <p>e) Build consensus within the SCCS Review TF on addressing issue(s) which arises. <i>Important: Members of the SCCS Review TF represent the interests of their constituent group, rather than individual interests.</i></p>

Facilitator	<ul style="list-style-type: none"> a) Plan and prepare meetings. b) Provide guidance to the Chairperson/co-chairs and TF members/observers on meeting and procedures c) Produce minutes of meetings and make accurate records of agreed content, requirements and guidance d) Facilitate for planned public consultation(s)
-------------	---

5. Decision Making

The TF shall aim to make decisions through consensus. If consensus is not possible for any specific issue and this results in a deadlock (i.e. whereby opposing parties come to a point of fundamental disagreement on a particular significant topic and no progress can be made risking a standstill or stalemate of the entire process), the TF shall refer the matter to the SSC, who shall seek to resolve the issue in question through consensus.

Should the SSC not be able to resolve the matter and also result in deadlock, the SSC shall defer the matter to the BoG, who in turn, shall aim to resolve it through consensus.

6. Guidance on Processes, Timeframe and Outcomes

Timeline in table format:

No.	Timeline	Roles	Activities	Deliverables
1	March 2025	RSPO Secretariat	<p>Endorsement of the SCCS Review TF ToR by the BoG.</p> <p>Thereafter, constituting the formation of the SCCS Review TF</p>	<ul style="list-style-type: none"> - Decision Paper to the BoG on the endorsement of the SCCS Review TF - Call for members (Expression of Interest) to participate in the SCCS Review TF on RSPO website

2	April 2025	SCCS Review TF RSPO Secretariat	<p>SCCS Review TF Kick-off meeting</p> <ul style="list-style-type: none"> - Selection of Chairperson/co-chairs - Roles definition, and task allocation - Briefing on objectives, ToR & CoC - Signing of CoC by all individual SCCS Review TF members and observers - Discussion on activities, timeline and meeting schedule 	<ul style="list-style-type: none"> - Minutes of kick-off meeting - SCCS Review TF Activities and Timeline, including Meeting Schedule - SCCS Review TF Member details (Name, Organisation, Position, Email) - Signed CoC of all Member Representatives
3	April 2025	Standard Setting Committee RSPO Secretariat Chairperson/ co-chair of the SCCS Review TF	<p>SSC Briefing</p> <ul style="list-style-type: none"> - Review composition of the SCCS Review TF - Review planned activities, timeline and meeting schedule of the SCCS Review TF 	<ul style="list-style-type: none"> - SSC decisions or directives to the SCCS Review TF (if any)
4	May - December 2025	SCCS Review TF RSPO Secretariat Standard Setting Committee	<p>SCCS Review TF Meetings (2 virtual & 2 physical)</p> <ul style="list-style-type: none"> - Identify key topics to be explored - Formation of Technical Committee(s) for specific topics, if necessary - Production of initial draft for public consultation <p>SSC Briefing</p> <ul style="list-style-type: none"> - Review progress and direction of SCCS Review TF - SSC briefings should be scheduled after each SCCS Review TF meeting. <i>Note: Additional checkpoints may be scheduled, as necessary</i> 	<ul style="list-style-type: none"> - Minutes of meetings <i>Note: Minutes must be submitted to the RSPO Secretariat within 10 working days from the date of meeting for publication on the RSPO Website</i> - Initial draft of a revised SCC Standard for public consultation - SSC decisions or directives to the SCCS Review TF (if any)

5	December 2025	<p>Standard Setting Committee</p> <p>RSPO Secretariat</p> <p>Chairperson/ co-chair of the SCCS Review TF</p>	<p>Pre-Public Consultation SSC Briefing</p> <ul style="list-style-type: none"> - Review status and framework of the draft SCC Standard to be published for public consultation - Review planned activities for the public consultation, including providing advice on anticipating and addressing outcomes of the consultation and its activities 	<p>- SSC decisions or directives for the public consultation (if any)</p>
6	January - February 2026	<p>Public Consultation</p>	<p>Public Consultation (60 days)</p> <ul style="list-style-type: none"> - Consultation through an online platform for all members and stakeholders - Physical workshops and additional online webinars in key geographical regions for targeted stakeholder consultation 	
7	April 2026	<p>Standard Setting Committee</p> <p>RSPO Secretariat</p> <p>Chairperson/ co-chair of the SCCS Review TF</p>	<p>Post-Public Consultation SSC Briefing</p> <ul style="list-style-type: none"> - Results and analysis of public consultation feedback. 	<p>- SSC decisions or directives to the SCCS Review TF (if any)</p>

8	March - July 2026	SCCS Review TF RSPO Secretariat	Final SCCS Review TF Meeting - Revised Standard Discussion: <ul style="list-style-type: none"> ● Discuss comments received during the 60-day public consultation period - Resolve conflicts, if any	- (Final) Draft of RSPO SCC Standard - Minutes of Meeting - Publish endorsed revised SCC Standard on RSPO website and communication of endorsed document
9	July 2026	Standard Setting Committee RSPO Secretariat Chairperson/ co-chair of the SCCS Review TF	Expected SSC Approval - Final draft revised SCC Standard tabled to SSC for approval - Summary of key amendments in the revised SCC Standard - Discussion on revised SCC Standard implementation plan	- Approval of revised SCC Standard - Directive to forward approved revised SCC Standard to RSPO Board of Governors (BoG) for endorsement - SSC decisions or directives for revised SCC Standard implementation plan to the RSPO Secretariat (if any)
10	September 2026	RSPO Board of Governors Standard Setting Committee RSPO Secretariat	Expected BoG Endorsement - Approved revised SCC Standard forwarded to BoG for endorsement	- Endorsement of revised SCCS - Publication of endorsed revised SCC Standard on RSPO website, including communication of revised standard - Formal dissolution of the SCCS Review Task Force

Note: the SCCS Review TF may decide to have fewer or additional meetings depending on necessity.

Note 2: the expected timeframe of the SCC Standard review is 18 months, per the table above. In the event that the review progresses ahead of schedule, the timeframes set out in the table above may be brought forward by the decision of the SCCS Review TF, subject to the direction of the SSC.

7. Financial Assistance

Membership of the SCCS Review TF is voluntary. The RSPO Secretariat will not pay fees for time spent participating in the SCCS Review TF or expenses incurred during physical meetings, public consultations, electronic consultations and telephone discussions. The TF is encouraged to adopt cost-effective methods in organising meetings, including efforts to secure venue sponsorship from members for physical meetings, whenever possible. TF members are requested by the RSPO Secretariat to cover their own expenses in attending physical meetings. Members of the TF, if necessary, can apply for limited financial assistance from the RSPO Secretariat to carry out the TF's activities. Such request(s) shall be submitted to RSPO Secretariat in writing and are subject to approval.

8. Language

The working language of the SCCS Review TF is English. Interpreters may be requested, depending on the necessity. All drafts for public consultation, as well as other related documents, may also be translated into other languages if deemed necessary and depending on resource availability. The English version of all documents developed from this process shall always prevail in case of any discrepancy or inconsistency between the English version and other translated versions.

Annex 1: Code of Conduct (CoC) for Members of RSPO SCCS Review TF**1. Code of Conduct****1.1 Introduction**

The Roundtable on Sustainable Palm Oil (hereafter RSPO) is committed to ensure that stakeholder consultations and its relevant processes are conducted with the utmost professionalism within a supportive, constructive, objective, ethical and responsive framework. To this end, the RSPO Secretariat wishes to ensure that it and all members of the RSPO convened RSPO SCCS Review Task Force and Technical Committees (TF and TCs) abide by the rules of participation as prescribed in this Code of Conduct Policy.

- All TF and TCs members are expected to read, understand and subsequently apply the standards of conduct outlined herein.
- The TF and TCs members shall at all times ensure that their participation is consistent with and reinforces the positive public image of the RSPO.
- All TF and TCs members are urged to participate in all discussions and deliberations with confidence and to express their views unreservedly and openly. This is particularly applicable to all meetings and discussions (physical or virtual). All members shall observe the proper decorum in all discussions and meetings and shall respect the views and opinions of fellow TF and TCs members.

In the spirit of working together in an amicable, solution oriented and constructive fashion in pursuit of the objectives of the TF and TCs, any member of the TF or TCs who has a bona fide personal grievance shall refer such grievance to the RSPO Secretariat and the Chairperson of the SCCS Review TF by writing formally to the same outlining the nature of the grievance.

Failure by any member of the TF and TCs to comply with the Code of Conduct policy may result in the removal of the said member from the TF and/or TCs after the breach or failure is referred to the TF and the RSPO Secretariat and a consensus is reached.

This Code of Conduct also applies to all observers invited to SCCS Review TF discussions, meetings and other forms by which the Standards Review TF conducts its business.

1.2 Confidentiality

As a general rule, all TF and TCs members must respect and maintain the confidentiality of the information gained/submitted/obtained/shared/revealed/becomes privy to by virtue of membership in the TF and TCs. This includes information in tangible or intangible form, orally or in writing, wherever and whenever made in furtherance of the RSPO SCC Standard Review & Process Terms of Reference.

More specifically:

- Any information owned or generated by the RSPO Secretariat which is not limited to notes, presentations or discussion papers is to remain confidential. Any member of the TF and TCs who wishes to make such information public or provide the information to a third party shall first secure the prior written consent of the RSPO Secretariat and state the reasons for wanting to make such information public or available to 3rd parties.
- If any member of TF and/or TCs wishes to make public or reveal to a 3rd party any information supplied by another member of the TF and/or TCs, he/she shall seek the prior written consent of the member of the TF and/or TCs that so supplied such information.
- Where information in any form is made available, submitted or derived by/from Companies in furtherance of the work of TF and/or TCs it shall remain confidential. Any member of the TF and/or TCs who wishes to make such information public or provide such information to a 3rd party shall first secure the prior written consent of the Company that generated/submitted the said information. In such cases where the TF and/or TCs member has secured such written consent, a copy of the same shall be furnished to the RSPO Secretariat as proof of the consent so secured.
- Information that is excluded from confidentiality includes any information which the member of the TF and TCs can demonstrate is already within public domain or is rightfully obtained from a 3rd party without breach of any obligation/rights to/of the owner/3rd party.

1.3 Conflict of Interest

The RSPO Secretariat expects all members of TF and TCs to perform their duties as outlined in the Terms of Reference with the utmost integrity, objectivity and independence. Members of the TF and TCs shall take care that their action/s will not conflict or be seen to conflict with the objectives of the TF and TCs. If under any circumstance, a member of the TF or TCs senses that a course of action that they have pursued, or are presently pursuing or contemplating pursuing may place them in a situation of conflict with the objectives of the SCCS review and of TF and TCs, the member shall take immediate steps to make this possible conflict known to the RSPO Secretariat and the other TF or TCs members respectively.

In view of the fact that the Terms of Reference of the TF and TCs which provides the overarching framework of the responsibilities of the SCC Standard Review Process and Structure, each member shall not provide any unsolicited documents, communicate in a manner, nor pursue any action that can be construed as making a potential bid, tender, providing proof of eligibility or making a business proposal to the TF, TCs or the RSPO Secretariat.

1.4 Outside Task Force or Technical Committee Activities

All TF and TCs members understand that there is shared responsibility to ensure the good professional image and credibility of the RSPO and the SCCS Review TF and TCs; and to further ensure that no member causes any reputational damage to the same.

In the event a need arises to communicate publicly or to stakeholders on outcomes or decisions made by

the TF, members will ensure the accuracy of the information and that the interpretation of all outcomes and decisions of the TF are consistent with the consensus reached within the TF. In dealings with anyone outside of the TF and/or TCs, each member shall take care to not do or say anything in a manner that would undermine or compromise the decision making and consensus building processes within the TF, TCs or the ultimate consensus itself.

2. Exclusion of Liability

The members of the TF, TCs and all other persons such as observers, technical advisors and consultants to the Standard Review Process are put on notice that the RSPO Secretariat under no circumstances will be held responsible for any loss or damage arising from the breach by a member of the TF, TCs or observers, technical advisors and consultants to the SCCS Review Process, of any of the provisions contained in this Code of Conduct Policy Statement.

3. Code of Conduct Declaration

I....., acknowledge that I have received and read a copy of this Code of Conduct Policy Statement, have understood all of its terms, and agree to abide by the provisions contained therein.

[Name]

[Signature]

[Date]

[Sector]