

## Minutes for EXECUTIVE BOARD MEETING EB 01-13

**Date:** 27<sup>th</sup> February 2013 (DAY 1)

**Venue:** Park Hotel, Den Haag, the Netherlands

### Attendance

#### **EB Members and Alternates**

Unilever – Jan Kees Vis (JKV) –Chair  
AAK – Martin Craven  
AAK- Tim Stephenson (TS)  
Carrefour – Agnes Pondaven (AP)  
Conservation Intl – John Buchanan (JB)  
Felda – Mohd Noor Kailany (NK)  
HSBC – John Laidlow (JL)  
Hugo Byrnes (HB)  
Indonesian Growers – Edi Suhardi (ES)  
Kraft Foods – Neil Lacroix (NL)  
MPOA – Khairudin Hashim (KH)  
MPOA – Simon Siburat (SS)  
NBPOL- Simon Lord  
Ofxam Intl – Johan Verburg (JV)  
Olam – Alex Booth (AB)  
Oxfam – Kate Geary  
Rabobank – Thomas Ursem (TU)  
RPOG – Belinda Howell (BH)  
WWF – Adam Harrison

#### **With Apologies**

MR Chandran  
IOI - Hidde van Kersen (HvK)

#### **Advisors**

Prof. Bungaran Saragih (BS)

#### **Secretariat Staff**

Anne Gabriel (AG)  
Chong Wei Kwang (CWK)  
Darrel Webber (DW)  
Desi Kusumadewi (DK)  
Salahudin Yaacob (SY)

#### **By Invitation**

Eddy Esserlink (EE) - to lead the briefing on the Trade and Traceability updates for the EB.

Item	Description	Focal Point
1.1	<p><b>RSPO Antitrust laws</b> There will be no discussion on any commercial aspect of the trade in palm oil on premiums, volumes, individual suppliers, individual customers, etc.</p>	FYI
1.2	<p><b>RSPO EB consensus based decision making</b> The EB was reminded that they try to reach/make decision by consensus which is the absence of sustained opposition.</p>	FYI
1.3	<p><b>Approval of Minutes of previous meeting EB 03-11</b> Minutes EB 04-12</p> <p>ES – GLT was not on the first day. SS – SS was not present on 29 Oct Joko was present for EB05-12 Page numbers would be needed on the minutes. Last bullet on pg 7</p> <p>Minutes of the EB05</p> <p>JV – suggest remove the announcement from Norman Jiwan from EB04-12 to EB 05-12</p> <p>Update from JV on replacement from Sawit Watch. The Social &amp; developmental NGO group would prefer a representative from the southern hemisphere. Therefore there is a preference for Sawit Watch to continue. However, Sawit Watch would like to consider this for the following year and not the current year. The search for an interim replacement to the seat vacated by Sawit Watch continues. Both Ends and Borneo Child Aid Society shown interest but unfortunately the selection process has not been finalized as yet.</p>	DW

2.0	<b>Report on the Finance</b>	
	<p>The treasurer presented a report which covered:</p> <ul style="list-style-type: none"> <li>● Income statement</li> <li>● Forecast for the whole year</li> <li>● Surplus before tax</li> <li>● Strong membership growth and better EU foreign exchange compared to budget</li> <li>● Cost forecast increase but still less than budget</li> <li>● Forecast surplus may be even higher</li> <li>● There was a net surplus of RM350K for the RT 10 event. This is despite the forecasted loss.</li> <li>● Total asset – RM 21.002 million</li> <li>● Membership fund – RM 9.558 million</li> <li>● SH Funds – RM5.098 million</li> </ul> <p>CWK briefed</p> <ul style="list-style-type: none"> <li>● The legal set-up of RILO has been completed and takes the form of a Regional Representative Office of the RSPO Secretariat Sdn Bhd.</li> <li>● RSPO income tax position has been regularised</li> <li>● Tax exempt status - to be held in abeyance until conditions permit a re-visit of this matter.</li> <li>● RT10 net position is a surplus of about RM350,000 but a significant portion will be used in the EGA in April2013.</li> <li>● Utz agreement - Utz and the Secretariat have reviewed the basis of the eTrace and in essence we have reverted to the ‘original’ position where RSPO/Utz signs a Main Agreement while the users will sign a separate agreement with Utz.</li> </ul> <p>ES suggested whether there is a need of having internal capacity to ensure compliance with legal &amp; statutory procedures to filter the actions arising from policy decisions made at the Executive Board. For example the recent appointment with regards to appointment of 3 EB alternate representatives from the Rest of the World Category.</p> <p>SL explained that the extra alternates were previously agreed by the EB. He further mentions that although there are three alternates EB for ROW in the room, they will be represented only by one voice, the substantive EB member.</p> <p>DW concurs that an EB decision was made in 2011 (post RT9) on the matter of having more alternate representatives, coming from each of the ROW region.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>

	The current statute is silent on this. DW further suggests that there may need to be a revision to the statute to help bring even more clarity on this matter.	DW
<b>3.0</b>	<b>S&amp;C SC</b>	
3.1	<p>Endorsement of the reviewed P&amp;C  AH presented to the EB on the process for P&amp;C review which was started in Nov 2011. Last Task Force meeting held in Feb 2013 and has reached an agreement on the draft text for EB endorsement. The draft text was circulated.</p> <p><b>Decisions on S&amp;C SC</b></p> <ul style="list-style-type: none"> <li>• The Extraordinary General Assembly will be on the morning of the 25 April 2013 in Kuala Lumpur</li> <li>• Only the core text of the RSPO P&amp;C 2013 was approved. The preamble and the definitions, of this document will be finalized by the Steering group in collaboration with the Secretariat prior to the E-GA on 25<sup>th</sup> April 2013.</li> <li>• Implementation of public reporting date will be 31 Dec 2016 for criteria 5.6 and 7.8. This date will be incorporated into the new revised P&amp;C for E-GA endorsement.</li> </ul>	DW & SY
3.2	<p><b>Endorsement of activities post revised P&amp;C</b></p> <p>SY presented to the EB that the following documents need revision:</p> <ol style="list-style-type: none"> <li>1 RSPO Certification System (2007)</li> <li>2 RSPO Standard for Group Certification (2010)</li> <li>3 RSPO P&amp;C for Sustainable Palm Oil Production – Guidance for Scheme Smallholders (2009)</li> <li>4 RSPO P&amp;C for Sustainable Palm Oil Production – Guidance for Independent Smallholders under Group Certification (2010)</li> <li>5 RSPO Supply Chain Certification System (2011)</li> <li>6 RSPO Supply Chain Standard (2011)</li> </ol> <p>Similarly, following the standard requirement, the National Interpretations (NI) need to be revised within 12 months after the adoption of revised P&amp;C. As such, all the National Interpretation Working Groups (NIWG) will need to be re-activated equipped to work on their respective NI</p>	

3.3	<p><b>Decision on Endorsement of activities post Revised P&amp;C:</b></p> <ul style="list-style-type: none"> <li>• EB endorses the formation of TF's to review the documents numbered 1-6 above.</li> <li>• EB endorses a grant of maximum RM 30,000 per NIWG upon submission of their proposal.</li> </ul> <p><b>Endorsement of RSPO RED Guidance document</b></p> <p>SY presented that a draft guidance document has been prepared by Arjen Brinkmann of Brinkmann Consultancy for the recently approved RSPO-RED scheme. The guidance document is meant for use by producers and other supply chain operators seeking to comply with RSPO-RED requirements, and for auditors to assess against RSPO-RED requirements.</p> <p>After endorsement by the T&amp;T SC and the S&amp;C SC, the guidance document will need a final endorsement by the EB before it can become the official guidance document for RSPO RED. Until the official version is released, certification audits for RSPO-RED cannot take place.</p> <p><b>Decisions on Endorsement of RSPO RED Guidance document:</b></p> <ul style="list-style-type: none"> <li>• The guidance document is endorsed.</li> <li>• Oxfam abstains from this endorsement.</li> </ul>	SY/A H  SY/A H
4.0	<b>Report from Smallholder Working Group</b>	
4.1	<p><b>Proposed governance structure and application form for the RSPO SH Funding Support</b></p> <p>The Smallholder Fund was approved by the EB at the meeting in Singapore last November 2012. While deliberating on the subject, the EB agreed on the need of a detailed/clearer governance structure for the funding support to be put in place.</p> <p>RSPO Secretariat together with Workstream 5 (Funding Mechanism) of the Smallholder Working Group have since then been working on the draft of the governance structure for the smallholder fund as well as the proposed application form for it.</p> <p>SHWG request for EB to accept the draft governance structure and the application form for the RSPO Smallholder Funding Support.</p> <p><b>Decision on the proposed governance structure and application form for the RSPO SH Funding Support:</b></p> <ul style="list-style-type: none"> <li>• EB requested to review and further simplify the proposed</li> </ul>	SY

governance for the SH funding document. TS and SL will provide input. Discussion and approval of this document is deferred to the next EB meeting

4.2

### **Proposed membership fee structure for independent smallholder**

SY presented that the current RSPO membership structure does not explicitly mention the position of smallholder Group Manager. Therefore, this group is expected to pay the fee (of Euro 2,000/year), which is at par with ordinary members' i.e. big companies and/or of those who have large oil palm plantation areas. To many of the smallholders, such a fee is prohibitive for them to become RSPO member.

- SHWG is proposing that ideally:
  - a The Smallholder Group Manager be included as a sub-category of member under "Oil Palm Growers". This will require a change in the statutes.
  - b The options for membership rate are as follows:
    - A minimum annual fee rate of Euro 250/year for group with 100 - 499 ha
    - Euro 500/yr for group with 500 – 1,000 ha, and
    - Euro 2,000/yr for Group with more than 1,000 haNote: Group with less than 100 ha is perceived as not economically feasible for certification.

The statute changes can only be endorsed by the RSPO General Assembly in November 2013.

- Interim solution:
  - The secretariat begins immediately to implement the above mentioned tiered membership fees but allow the membership of Smallholder Group Manager remains under the grower's category.

### **Decision on the proposed membership fee structure for independent smallholder:**

The board approve the above mentioned tier (To be confirmed by DW)

- Amendment of statute to be made at the next GA in November 2013 w.r.t creation of a sub category for small holders under the category of growers.
- The EB proposed that the SHWG consider a simpler two tier fee structure: Euro 250 for less than 1,000 ha and Euro 2,000 for those above 1,000 ha. This proposal will be taken back to the

TS  
&  
SL

4.3	<p>SHWG for consideration.</p> <p><b>Proposal to mitigate double counting for independent SH Book &amp; Claims supply option</b></p> <p>In November 2012, the EB has agreed and approved introduction of smallholder green certificate to be traded under Greenpalm platform. The EB, however, has made a request for revision on the proposed conversion rate of FFB to CPO and PKO.</p> <p>This decision was crucial as a catalyst for certification of independent smallholder under RSPO scheme. Nevertheless, the proposed introduction of smallholder green certificate under Greenpalm platform is perceived as a potential catalyst for incidence of double selling/counting in CSPO trading.</p> <p>SHWG has discussed the issues above in June 2012 and has come up with proposed solutions</p> <ul style="list-style-type: none"> <li>• Long term solution to such a problem is establishment of an integrated IT system that cover both physical sales and the certificate trading, which is currently under development</li> <li>• Too long to wait for long term solution. Currently, the scheme has already certified an ISH group manager trading.</li> <li>• Proposed interim measure is that from the onset of certification, the Group Manager will have to choose either to use Greenpalm system or physical trading system (RSPO eTrace) but not both. This eliminates the possibility of double counting or over selling of the certified FFB/CSPO by the group.</li> </ul> <p><b>Decision on the proposal to mitigate double counting for independent SH Book &amp; Claims supply option:</b></p> <ul style="list-style-type: none"> <li>• EB has accepted and approved the interim solutions as proposed. RSPO Secretariat will then produce a special announcement on this and communicated out to the CB and other relevant stakeholders.</li> </ul>	SY/D W
4.3	<p><b>Proposal to amend text for RSPO Standard for Group certification (July 2010) to address issues for scheme SH without mill.</b></p> <p>The RSPO Standard for Group Certification was developed and approved by the EB in 2010 in order to facilitate access for small producers to certification. However, under the present standard, Group Certification under RSPO only covers independent smallholders. Larger independent oil palm growers (i.e. usually exceeding 50 ha, or as defined by national</p>	SY

	<p>interpretations, and without an associated mill) as well as scheme smallholder without processing mill have not been included within Group Certification but foreseen to be done at a later time as decided by the RSPO.</p> <p>SHWG requested EB to consider proposal to amend the text in the <i>RSPO Standard for Group Certification (26 August 2010)</i> to allow certification of schemed smallholders and outgrowers without associated mill.</p> <p><b>Decision on the proposal to amend text for RSPO Standard for Group certification (July 2010) to address issues for scheme SH without mill:</b></p> <ul style="list-style-type: none"> <li>• EB did not approve the proposed changes on the basis that the proposed text was inadequate.</li> </ul> <p>EB recommend that this document be reviewed by SHWG prior to EB approval.</p>	SY
6.0	<b>T&amp;T</b>	
6.1	<p><b>Benchmarking the RSPO Supply Chain Certification requirements against others.</b></p> <p>Implementation of RSPO supply chain by members involved investment in time and resources. Some of the members are also implementing requirements for other certification schemes. Hence, there are calls for the possible simplification or combination of the standard or its audit activities. The natural first step towards this objective is to benchmark the RSPOs requirements against other standards.</p> <p><b>Decision on Benchmarking:</b> EB endorses the proposed benchmarking study of other standards. This study will be in two stages. In the first stage should include ISEAL members. RSPO Secretariat and Finance Standing Committee to sight the proposal and allocate budget.</p>	SY
6.2	<p><b>Downstream group certification</b></p> <p>The final version of the proposed downstream group certification was not available as yet.</p>	



<p>6.3</p>	<p><b>Decision on Downstream group certification:</b> EB could not endorse the document because they have not seen the complete document. Secretariat to complete the document, have it reviewed by T&amp;T and to be endorsed by EB at the next board meeting.</p> <p><b>CSPKO trade via RSPO eTrace</b></p> <p>RSPO certified oil in the form of CSPKO are currently being traded through book and claims. The physical trade of CSPKO, until now, could not happen and needed more time for development.</p> <p>However, UTZ/RSPO eTrace platform is now ready to also deal with CSPKO trading.</p> <p><b>Decisions on CSPKO trade via RSPO eTrace:</b></p> <ul style="list-style-type: none"> <li>• EB endorses proposal to include CSPKO via RSPO etrace</li> <li>• EB cautions that this proposal may possibly have an impact on the rules on communications claims and guidelines. Therefore it is suggested that the secretariat conduct a quick review and if necessary bring to discussion at the communication and claims standing committee.</li> </ul>	<p>SY</p> <p>SY</p> <p>AG</p>
<p>6.4</p>	<p><b>New integrated IT platform</b></p> <p>T&amp;T SC has been entrusted by the EB to find solution to the envisaged problems within the current supply chain trading platforms. A consultant has been engaged to study and proposed solutions to the RSPO on this matter.</p> <p>There was no consensus, from the T&amp;T SC , to accept the solutions provided by the consultant.</p> <p>Pending more deliberations, the T&amp;T SC recommends the interim solution of conducting a 100% reconciliation between the UTZ and Greenpalm systems</p> <p><b>Decision on New integrated IT Platform:</b></p> <ul style="list-style-type: none"> <li>• EB endorses the proposal to conduct 100% reconciliation between UTZ and GP systems.</li> <li>• EB request that T&amp;T to take the lead in completing the specifications for the new integrated IT platform.</li> </ul>	<p>SY</p> <p>SY</p>

7.0	<b>Communication &amp; Claims Standing Committee - An Update</b>	
	<p>A briefing on the initiatives by the Secretariat and those undertaken by appointed PR Agencies; H&amp;K in Europe, India and China as well as Golin Harris from Indonesia was presented by AG.</p> <p>Comments were raised on the Blog proposal: in ensuring caution in the kind of stories that would appear on the blog and the required responses to them.</p> <p>There was a comment on difficulty of finding information on the website. AG explained that this is common for a content heavy website but assured that the search engine is being continuously looked into to rectify this.</p> <p>Edi Suhardi mentioned that it would be good to increase content of eGazette on Indonesian related stories as he also writes opinion pieces for the Indonesian media. AG welcomed the suggestion and will add this into the next newsletter.</p> <p>On the topic of nutritional debate on palm oil, Jan Kees commented that RSPO should not be involved in debates surrounding this subject matter but can include into our website a link to any relevant organizations such as the European Advocacy Group for the appropriate content.</p>	AG
7.1	<p><b>Proposed formation of the Indonesian Consumer alliance for sustainability (ICAS)</b></p> <p>Due to the fact that Indonesia is large palm oil consumer country, it is proposed to establish an alliance focused on promoting the adoption of the RSPO Trademark. The <b>Indonesian Consumers Alliance for Sustainability</b> or <b>ICAS</b> has been chosen for the official name of this proposed coalition. This alliance of businesses and organizations will be missioned to run public awareness initiatives on the importance of sustainable palm oil to Indonesia’s environment, social and economics and to mobilize RSPO members to use the RSPO Trademark for the awareness and benefit of the discerning Indonesian consumer</p> <p><b>Decision on proposed formation of the Indonesian Consumer alliance for sustainability (ICAS)</b></p> <ul style="list-style-type: none"> <li>The EB has decided not pursue this initiative for the present moment</li> </ul>	

**Date:** 28<sup>th</sup> February 2013 (**DAY 2**)

**Venue:** Park Hotel, Den Haag, the Netherlands

<b>Attendance</b>	
<b>EB Members and Alternates</b> AAK- Tim Stephenson (TS) Carrefour – Agnes Pondaven (AP) Conservation Intl – John Buchanan (JB) Felda – Mohd Noor Kailany (NK) HSBC – John Laidlow (JL) Hugo Byrnes (HB) Indonesian Growers – Edi Suhardi (ES) Kraft Foods – Neil Lacroix (NL) MPOA – Khairudin Hashim (KH) MPOA – Simon Siburat (SS) Ofxam Intl – Johan Verburg (JV) Olam – Alex Booth (AB) Oxfam – Kate Geary Rabobank – Thomas Ursem (TU) RPOG – Belinda Howell (BH) Unilever – Jan Kees Vis (JKV) –Chair WWF – Adam Harrison NBPOL- Simon Lord AAK – Martin Craven	<b>With Appologies</b> MR Chandran IOI - Eddy Esserlink (EE)  <b>Advisors</b> Prof. Bungaran Saragih (BS)  <b>Secretariat Staff</b> Anne Gabriel (AG) Chong Wei Kwang (CWK) Darrel Webber (DW) Desi Kusumadewi (DK) Salahudin Yaacob (SY)

- **Dutapalma**

The case: (i) Developing a Palm Oil Plantation on peat area 3 metres in depth at PT Wirata Daya Bangun Persada; (ii) Clearing land by cutting down trees at PT Kaliau Mas; and (iii) PT Kaliau Mas Perkasa -area cleared by burning fire.

DW mentions that the Dutapalma and Darmex Agro have taken an extraordinarily long time to reply to the queries related to their case.

Members of the EB raised the fact that this particular case has been pending for an extremely long time. And therefore, it was suggested that PT DARMEX AGRO be terminated

Decision: EB requests that the Complaints Panel (CP) and DW to draft and send a termination letter to DARMEX ARGO.

- **IOI**

A recent court decision has now sided with the company. This overturns a previous court decision which ruled in the communities favor.

There was a previous attempt, prior to this most recent court judgment, to allow both parties to enter into a formal mediation process. This was not successful. And the most recent proposal was to allow extra time for the communities to build capacity so that they could enter into mediation.

CP will discuss this latest development regarding the latest court judgments at its next meeting.

- **Golden Agri Resources**

The CP are monitoring their Activities

- **PT Kresna Duta Agro**

- This case involving the subsidiary has been already incorporated into GARs overall action plans. On-going mediation is being facilitated by The Forest Trust (TFT).

- **PT Asiatic Persada**

- Mediation is ongoing. This mediation is under the care of the CAO of the IFC

- **PT Hati Prima Agro (under Bumitama)**
  - They won the case in court.
  - Recommend for closing in the next CP.
  
- **PT Agronusa Investama**
  - Issue has been resolved
  - Recommend for closure
  
- **GVL Liberia**
  - The company claims that the RSPO rules did not apply to it at the time of development.
  - The complainant has responded and claimed that GAR has some responsibility. Since GAR is perceived as the parent company of GVL
  - GAR has replied stating that GVL is not a subsidiary
  
- **PT Sisirau**
  - The allegations are PT Sisirau has cleared forest which is the habitat of Orang Utans in their plantation leading to starvation of the primates.
  - The RSPO has acknowledged receipt of the complaints and informed the member concerned.
  - The RSPO is currently awaiting a formal reply to the allegations by the member.
  
- **PT Borneo Surya Mining Jaya – under FR**
  - Complaint that they conducted new plantings without complying to the NPP procedures.
  - RSPO is sending 3<sup>rd</sup> party verifier to find out what went wrong, how much was wrong and find solution. Report will come next month.
  
- **PT Mekar Andalas – Wilmar**
  - Development of a bulking facilities
  - Under investigation now.

There was then a general discussion on how RSPO should be acting w.r.t complaints. JKV mentions that RSPO should not be seen as the palm oil police and we should not keep on sending people to investigate. However, SS mentions that it is important for RSPO to have ability to conduct own field investigation. Need to be careful on the complaints, since some of the complaints are against government policy.

	There was no concrete proposal to change the way the Complaints Panel currently operates Status quo.	
<b>9.0</b>	<b>Electronic voting</b>	
	<p>DW briefed that:</p> <ul style="list-style-type: none"> <li>• It has been a topic of extensive discussions on the possibility of having electronic voting for those who cannot attend the RSPO General Assembly. The most recent EB meeting (EB 04-12) again raised the topic.</li> <li>• For a period of time there was no definitive legal opinion on this matter. It was resolved that the Secretariat would seek a second opinion from Swiss Lawyers to provide some finality on the matter.</li> <li>• The Swiss Lawyers have come to say that e-voting is possible and that this required a change in the statutes.</li> </ul> <p><b>Decisions on Electronic Voting:</b></p> <p>The EB agreed to include a resolution which amends the statutes to allow for E-Voting at future General Assemblies. This resolution will be presented at the upcoming Extraordinary General Assembly on 25th of April.</p> <p>This resolution will have the following elements:</p> <ol style="list-style-type: none"> <li>1. Electronic voting for those who cannot attend.</li> <li>3. The electronic vote will not make up the numbers of a quorum. Only a physical presence will be required to make a quorum.</li> <li>4. The EB decides on the mechanics of the E-Voting</li> <li>5. The Electronic vote can be made, from the date of Notification of a General Assembly (or Extraordinary General Assembly) up to 48 hours prior to the Assembly. This is to allow for collation of all votes.</li> <li>6. The current practice of appointing proxies for attending on the members behalf will continue.</li> </ol>	
<b>10.</b>	<p><b>Dinant Cooperation, Honduras</b></p> <ul style="list-style-type: none"> <li>• DW brought up for EBs consideration on allowing to Dinant to reapply for RSPO membership. DW reminded that their previous membership application was rejected by the EB due to the claims that Dinant were linked to serious land conflicts with local communities.</li> </ul>	

	<p><b>Decisions on Dinant Cooperation, Honduras</b></p> <ul style="list-style-type: none"> <li>EB has decided to reject the Dinant’s request to reapply for membership. Mainly due to the fact that controversy, violence, land conflicts persist in the region where they operate.</li> </ul>	
<b>11.0</b>	<b>New Revenue Model</b>	
	<p>Boston Consultancy (BCG) and McKenzie have been invited to discuss a consultancy proposal for a new RSPO Revenue Model.</p> <p>BCG had submitted their proposal and made a presentation to a ad-hoc committee (JKV, DW,AG,TS,AH,ES,SL and KH). Representatives from McKenzie could not make it for a meeting around this EB meeting but postponed it to the 13<sup>th</sup> of March 2013</p> <p>JKV mentions that both consultants indicate that in order for them to proceed on the RSPO revenue model, they will have to go back and answer more fundamental questions. These questions relate to the suitability and applicability of our current Vision, Mission, and Strategies and how we currently organize ourselves.</p> <p>Decision: The ad-hoc committee will meet Mckenzie on the 13th of March and then provide the EB with a decision on who should the consultancy be awarded to.</p>	
<b>12.0</b>	<b>RT11</b>	
	<p>Last EB meeting, we shortlisted Medan. Secretariat has been entrusted to investigate the feasibility. Some questions remain. Secretariat sent in a professional evaluator – came back with questions and recommendations.</p> <p><b>Decisions on RT11:</b> Medan is confirmed as the RT11 venue. The event will be held on the week of November 11th.</p>	
	<b>Lunch</b>	
<b>13.0</b>	<b>Updates from the Secretariat</b>	
	<p>DW informs the EB</p> <ul style="list-style-type: none"> <li>Of the Secretariats physical move to new offices.</li> <li>Of the latest development w.r.t to setting up branch offices globally.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Europe – easiest is to be based in UK. Three options <ul style="list-style-type: none"> <li>■ Permanent establishment of branch</li> <li>■ Company by guarantee</li> <li>■ Company limited by shares</li> </ul> </li> <li>○ Start recruitment process next month; focus on supply chain and communication.</li> <li>○ Latin America – natural choice is Colombia.</li> </ul>	
<b>14.0</b>	<b>AOB</b>	
14.1	<p>The EB proposes RSPO European event in Berlin. POSSibly in June 2013. Amongst the topic of discussions could be:</p> <ul style="list-style-type: none"> <li>● Updates on National endeavors</li> <li>● Updates on the Consumer Goods Forum</li> <li>● Credibility and challenges for palm oil in Europe</li> <li>● Banking Environment Initiative</li> </ul>	
14.2	<p>JV raised the topic of the formation of a Human rights working group. He will be sending out an invitation to those who would be volunteering themselves. This working group would deliberate on:</p> <ul style="list-style-type: none"> <li>● Resolving items that P&amp;C review TF raised related to Human Rights</li> <li>● Need to develop guidance for relevant P&amp;C elements.</li> </ul> <p>BH,SL and AB volunteered to be on this Working Group.</p> <p>DW requests that the EB endorse DSF advisory group, mission statement and ToRs. Mandate of the advisory group are as stated in the circulated draft document.</p>	
14.3	<p><b>Decision:</b> EB endorsed the DSF advisory Group and its Terms of Reference.</p> <p>SL requests that the Secretariat to look into mechanism for whistleblowing.</p>	
14.4	<p>SS informs that some complaints are not specific enough and therefore makes it difficult for companies to verify/address these complaints.</p>	
14.5	<p><b>Decision:</b> The Complaints Coordinator must go back to the complainant for more specific information.</p>	
14.6	<p>JkV proposes that RSPO commissions a study to look at the consequences of palm oil substitution from a Land use Change perspective, Environmental, Social and GHG perspective. It would probably cost between Euro20 – 30,000 and take 4 months to complete</p>	



	<b>Decision:</b> The EB agrees but would prefer a Terms of Reference be circulated to the EB for comments first.	
<b>Next meeting</b>	25 – 26 April 2013 Kuala Lumpur	