

EB 02-07: Minutes of Executive Board Meeting

Date : Wednesday & Thursday, 30-31 May 2007
Venue : RSPO Secretariat, Kuala Lumpur, Malaysia
Start time : 0900 (Malaysia)

Participants:

<ol style="list-style-type: none">1. Derom Bangun (GAPKI)2. Johann Zueblin (Migros)3. Simon Lord (New Britain Palm Oil Ltd)4. Johan Verburg (Oxfam)5. Rikke Netterstrom (The Body Shop)6. Rudy Lumuru (Sawit Watch)7. Matthias Diemer (WWF Switzerland)8. Jan Kees Vis (Unilever)9. Chong Wei Kwang (HSBC Bank Malaysia Bhd)10. Chew Jit Seng (MPOA)11. Mamat Salleh (MPOA)12. Don Grubba (IOI Group)13. Tim Stephenson (Aarhus Karlshamns)	<ol style="list-style-type: none">14. Purwo Susanto (WWF – Indonesia)15. MR Chandran (Advisor)16. Mohd Nor Kailany (Felda) – 2nd day only17. Samantha Lacey (CIS) – via phone conference18. Andrew Ng (Secretariat)19. Lim Si Siew (Secretariat)20. Desi Kusumadewi (Indonesia Liaison Officer)21. Aeimelia Khalid (Secretariat)22. Roslinda Sarmin (Secretariat) <p>Absent:</p> <ol style="list-style-type: none">1. Tony Lass (Cadbury Schweppes)2. Ian McIntosh (Aarhus Karlshamns)3. Simon Harris (HSBC Bank Malaysia Bhd)
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Agenda:

1. Introduction and RSPO Antitrust laws

2. Confirmation of minutes of EB 01-07

- 2.1 Outstanding items (not included in main agenda below):
- MRC letter to MPOB

3. Secretariat

3.1 Accounts & finances

- 3.1.1 General update
- 3.1.2 Retrieval of outstanding debts: status update
- 3.1.3 Budget 2007/2008
- 3.1.4 Financial Report FY2006/2007

3.2 RSPO Indonesia Liaison Office: Update

3.3 Secretariat updates

- 3.3.1 Human resources
- 3.3.2 Secretariat relocation/upgrading
- 3.3.3 Legal status

4. Executive Board matters

- 4.1 EB staggered terms
- 4.2 Land issues (Lead: Oxfam)
- 4.3 RSPO involvement in setting biodiesel standards?

5. Membership

- 5.1 Outstanding membership applications: PT Dutapalma Nusantara

- 5.2 Lack of NGO applications for membership (Lead: WWF Indonesia)
- 5.3 Additional requirements (e.g. consultation with national/industry associations or local members) for membership applications (Lead: WWF Switzerland)

6. Communications

- 6.1 Position on bio-energy
- 6.2 Communications Small Working Group (CSWG)
- 6.3 European RSPO event proposal
- 6.3 Conference invitations
 - 6.3.1 2007 Biodiesel Congress (Austria, November 2007)
 - 6.3.2 World Federation of Scientists Conference (Italy, August 2007)
 - 6.3.3 5th Global Oils and Fats Business Forum (USA, September 2007)
 - 6.3.4 Singapore International Oils & Oilseeds Conference (Singapore, August 2007)
- 6.4 Consumer engagement and trademarking (Lead: The Body Shop)

7. Projects & working groups

- 7.1 Two-year P&C trial implementation
 - 7.1.1 ProForest/DOEN proposal
 - 7.1.2 Process for reviewing P&C in November 2007
- 7.2 National Interpretation: Updates
- 7.3 Verification issues
 - 7.3.1 Approval of final verification systems paper
 - 7.3.2 Verification next steps
 - 7.3.3 Press statement: Update on RSPO following conclusion of VWG work
 - 7.3.4 Online Mapping to support the Verification and Credibility of 'Sustainable Palm Oil' (UNEP/WCMC)
- 7.4 Supply chain issues
 - 7.4.1 GreenPalm (Lead: Aarhus Karlshamns)
 - 7.4.2 Supply Chain Working Group: next steps
 - 7.4.3 Press statement: RSPO endorsed trading systems
- 7.5 Alternatives to Paraquat project proposal update
- 7.6 Technical Committee on Biodiversity
- 7.7 Zero Burning workshops in Jambi by The National Environment Agency, Singapore
- 7.8 Palm oil life cycle green house gases emission (Lead: GAPKI)
- 7.9 Workshop and assessment on minimizing impacts of palm oil and biofuel production in Se Asia on peatlands and climate change (Global Environment Centre & Wetlands International)
- 7.10 Additional fund-raising for projects

8. RT5 planning

- 8.1 Updates
- 8.2 RT5 announcement
- 8.3 Sponsorship

9. Matters arising

- 9.1 Next EB meeting
- 9.2 Utz Certified presentation (Lead: Unilever)

Minutes:

1. Introduction and RSPO Antitrust laws

2. Confirmation of minutes of EB 01-07

2.1 Outstanding items (not included in main agenda below):

- MRC letter to MPOB

M R Chandran (MRC) informed EB that since MPOB was a government agency, they had been advised by the Ministry not to take up membership since the RSPO platform is a business to business initiative and also to wait till the RSPO certification schemes are in place. MRC said that he had discussed this issue with certain members of EB who will be meeting the Malaysian Minister of Plantation Industries & Commodities during his forthcoming visit to Europe and it would be opportune to take up this matter of MPOB membership directly with the Minister.

DECISION: All agreed to approve the minutes of EB 01-07.

3. Secretariat

3.1 Accounts & finances

Tim Stephenson (TS) and Aemelia Khalid (AK) briefed EB on RSPO accounts

3.1.1 General update

Jan Kees (JKV) informed the EB that RSPO was to use Parker Randall (PR) for their legal services. MR Chandran (MRC) highlighted that the EPF deductions should be 15% + SOCSO 2%.

3.1.2 Retrieval of outstanding debts: status update

Chong Wei Kwang (CWK) suggested that invoices are to be addressed to the company and contact person.

3.1.3 Budget 2007/2008

3.1.4 Financial Report FY2006/2007

DECISION: EB members agreed that the Financial Report should be posted on the website.

3.2 RSPO Indonesia Liaison Office: Update

Desi Kusumadewi (DK) provided an update on RSPO Indonesia Liaison Office (RILO) activities to date, in particular progress of the 4 priority RILO responsibilities during the 6 months-period comprising of:

- Support meetings, discussions on National Interpretation of RSPO P&C
- Monitoring and reporting of progress of P&C implementation to RSPO
- Engagement of smallholders, support and co-ordination for STF meetings
- Communication to stakeholders and exposure

DK also briefed EB members on the recent public forum held in Jakarta and sponsored by Rabobank International (15 May 2007). A RILO office premise was also mentioned and DK asked for EB

consideration on the suggestion for RILO to operate from its own office. Andrew Ng (ANg) mentioned that from the tripartite commitment to fund RILO operational and activities, there is still a shortfall of approx. Euro 20,000 for 2-years period that need to be covered by RSPO or other sources. DK also added that there is no allocation of budget for office space rental in the 1st year, which RSPO should consider if RILO operates from its own on the 2nd half of 1st year.

DECISION: All agreed that RILO should move office premises.

ACTION: RILO and Secretariat to prepare budget for moving RILO to new premises for EB approval.

3.3 Secretariat updates

3.3.1 Human resources

Andrew Ng (ANG) updated EB members on a proposal for additional Secretariat staff. MR Chandran (MRC) and Rikke Netterstrom (RN) agreed with ANG's suggestion. Jan Kees Vis (JKV) expressed concerns over upgrading Secretariat staff to seven (7) persons as maintaining a central registry for certification can be outsourced to third parties (like Utz Certified). JKV urged all to focus on finding a new Secretary-General and a replacement for the Projects Coordinator. MRC further suggested to only employing new Secretariat staff to handle RSPO communications after the instalment of the new Secretary-General.

3.3.2 Secretariat relocation/upgrading

The RSPO Secretariat relocated to its new premises during the week starting Monday 14 May 2007. An office tour was not conducted due to time constraints. However an informal tour was held for Executive Board members after the meeting.

3.3.3 Legal status

Andrew Ng (ANG) and Aeimelia Khalid (AK) will discuss further with Parker Randall (PR) on the legal issues. Three names have been suggested to PR for establishing the incorporation (Roundtable on Sustainable Palm Oil Sdn Bhd, RSPO Secretariat Sdn Bhd and RSPO Sdn Bhd). Five shareholders and directors consist of President and four Vice President holding 20% shares each with additional Secretary General as the director. A copy of all directors and shareholders passport will be needed and to be given to AK to further action.

DECISION: All agreed to wait and hear Parker Randall's next round of advice regarding RSPO's legal status.

ACTION:

- Jan Kees Vis, Matthias Diemer, Derom Bangun, Mamat Salleh, Simon Lord, and Andrew Ng to submit copies of their passports/identification documents to Aeimelia Khalid
- Secretariat and RILO to explore legal status of RILO

4. Executive Board matters

4.1 EB staggered terms

Jan Kees Vis (JKV) reminded EB members of the GA-approved proposal from WWF Switzerland to implement staggered terms for EB Members.

ACTION:

- EB Members to discuss this issue sectorally and send their preferences (i.e. 1, 2 or 3-year term) to the Secretariat for collation
- Secretariat to pursue required amendments (i.e. EB staggered terms) to the RSPO Statutes and By-Laws

4.2 Land issues (Lead: Oxfam)

Johan Verburg (JV) briefly explained Oxfam's document on land issues to EB. He explained RSPO will need to further engage governments in addressing the macro level impact of palm oil expansion and land conflicts arising from this. Derom Bangun (DB) and Jan Kees Vis (JKV) felt that issues raised were adequately covered in the current P&Cs. Rudy Lumuru (RL) explained that Sawit Watch currently handles over 300 land conflict cases and added that in Sarawak, Malaysia, there are currently 90 cases being handled by the judicial system. Simon Lord (SL) felt that the Verification Working Group (VWG) has already created safeguards for this as the RSPO Certification Systems has a grievance procedure as well as a fast-track system if cases need to be expedited.

JV suggested that RSPO needs to acknowledge land conflict issues and perhaps issue a position statement on these challenges. Matthias Diemer (MD) agreed with JV and felt that there will be consumer issues arising out of land conflict issues once RSPO begins certifying SPO. Don Grubba (DG) warned that EB should not 'pick out' specific items in the P&C to highlight. Johan Zueblin (JZ) disagreed and stated that land conflict issues will pose the highest risk to RSPO.

ACTION: Johan Verburg to draft a position statement on land conflict issues for EB approval.

4.3 RSPO involvement in setting biodiesel standards?

Don Grubba (DG), Matthias Diemer (MD), Jan Kees Vis (JKV) and Chew Jit Seng (CJS) felt that setting biodiesel standards is a very technical process and RSPO does not have any in-house expertise on the topic.

DECISION: All agreed that RSPO should not be involved in setting biodiesel standards.

5. Membership

5.1 Outstanding membership applications: PT Dutapalma Nusantara

Rudy Lumuru (RL) and Purwo Susanto (PS) provided EB with an update on PT Dutapalma Nusantara. The general consensus amongst them was that there was sufficient evidence on-the-ground at present to demonstrate action was being done to equitably address problems as initially raised that blocked PT Dutapalma Nusantara's application.

DECISION: All agreed to accept PT Dutapalma Nusantara as an RSPO Member.

Johan Verburg (JV) felt that RSPO's current practice of public consultations for new membership applications do not adequately raise issues from communities. Jan Kees Vis (JKV) disagreed and stated that the very fact that we have this mechanism has allowed comments/issues to come forth. JKV added that the RSPO Code of Conduct should be sent to all successful membership applicants.

ACTION:

- Secretariat to send acceptance package to PT Dutapalma Nusantara. EB's discussion should be included in the acceptance letter
- Secretariat to reply to public comments received during PT Dutapalma Nusantara's application process

- Secretariat to send the RSPO Code of Conduct to all successful applicants (in addition to the current acceptance package)

5.2 Lack of NGO applications for membership (Lead: WWF Indonesia)

Purwo Susanto (PS) explained that NGOs felt there was a lack of access to information on RSPO. Johann Zueblin (JZ) felt that the public also needs to be proactive in finding information on RSPO and felt that sufficient information is available on RSPO's website. Rudy Lumuru (RL) added that it was not an issue of lacking information but differences in perspectives. Jan Kees Vis (JKV) stated that membership fee waivers are available and advertised. JKV and Desi Kusumadewi (DK) both offered for RSPO to organize additional public fora if needed.

5.3 Additional requirements (e.g. consultation with national/industry associations or local members) for membership applications (Lead: WWF Switzerland)

Matthias Diemer (MD) suggested for the Secretariat to check with respective national associations as part of the RSPO membership screening procedure. Derom Bangun (DB) responded that Indonesian companies do not have company registration numbers. Samantha Lacey (SLA) added that EB should be provided with more information on sustainability elements (of applicants). Johan Verburg (JV) stressed that EB should look at further requirements once an applicant becomes a member (i.e. compliance to the RSPO Code of Conduct, P&C implementation, submission of annual progress reports, etc.).

6. Communications

6.1 Position on bio-energy

Don Grubba (DG) provided EB with an update on the recent Ministerial meeting in New York City, USA. The basic message delivered by DG is a request for the group to not set any future criteria contravening RSPO's work so far. DG added that the group is also open to working with organizations like RSPO.

6.2 Communications Small Working Group (CSWG)

Andrew Ng (ANG) provided an update on the CSWG. ANG explained that currently, efforts are being made to bring generic RSPO presentation material up to date. ANG added that help was needed in terms of a framework for communications, translations, etc.

6.3 European RSPO event proposal

DECISION: All agreed to work towards organizing an RSPO event in Europe prior to RT5

ACTION: Don Grubba to distribute a proposal for a half-day RSPO event in Brussels

6.3 Conference invitations

6.3.1 2007 Biodiesel Congress (Austria, November 2007)

6.3.2 World Federation of Scientists Conference (Italy, August 2007)

6.3.3 5th Global Oils and Fats Business Forum (USA, September 2007)

6.3.4 Singapore International Oils & Oilseeds Conference (Singapore, August 2007)

DECISION: All agreed for Andrew Ng to participate and present at the Singapore International Oils & Oilseeds Conference (SIOOC) 2007 in Singapore during 13-15 August

ACTION: Secretariat to decline all other conference invitations

6.4 Consumer engagement and trademarking (Lead: The Body Shop)

Rikke Netterstrom (RN) provided EB with an explanation of the proposal. Johann Zueblin (JZ) felt that the general public is currently tired of labels and offered support for RN's communications proposal that does not focus on the product.

Mamat Salleh (MS) felt that RN's proposal may only be useful at a later stage and there was a danger of launching a product with no market. Simon Lord (SL) agreed with MS. Matthias Diemer (MD) and Johan Verburg (JV) raised concerns regarding project costs and suggested for retailers to subsidize branding costs since producers also faced substantial costs related to implementing the P&Cs. In response, RN stated that retailers have already funded projects related to P&C implementation and added that retailers are prepared to contribute human resources and marketing expertise behind the project.

DECISION: All agree to go ahead with Phase 1 of the proposal above

ACTION:

- EB to provide recommendations of potential sponsors for the above project
- Rikke Netterstrom to distribute final proposal to EB. The revised proposal should address the following points:
 - Part 1 to focus on ALL sectors
 - Tangible outputs
 - Clear Terms of Reference
 - Need for draft background documents
 - Remove 'Secure Micro site' section as RSPO can handle that in-house
 - Overlap with work currently being done by the EB CSWG
 - Leave 'European PR hub' section out for the moment

7. Projects & working groups

7.1 Two-year P&C trial implementation

7.1.1 ProForest/DOEN proposal

Andrew Ng (ANG) explained that the Secretariat is of the opinion that the scale of the project is very wide and may be more pragmatic if it was scaled down in number of participants and breadth of activities. This view is shared by DOEN advisors as well. We agree that the merits of putting training on the ground is essential and pilot implementation projects that are centrally monitored are superior in gaining direct knowledge of experience on the ground.

Reservations have been raised about the willingness of RSPO producer members in collaborating as the previous BMP book project attempt by Mr. Teoh Cheng Hai was not well received – despite have very favourable terms for producers.

The Secretariat, in discussions with ProForest and DOEN advisors feel the following is the best way to move forward on this proposal:

- a) No. of potential participating companies should be reduced to a manageable amount, not more than 10 in total.
- b) Agree with DOEN that training should cover all of the P&C with a focus on training for regionally based practitioners.

ACTION: Secretariat to convey the above points to ProForest.

7.1.2 Process for reviewing P&C in November 2007

Jan Kees Vis (JKV) suggested that RSPO approaches DOEN as well as RSPO members for sponsorship. Simon Lord (SL) raised concerns over timing as final recommendations need to be ready prior to the announcement of the 4th General Assembly.

DECISION: All agree to approve ProForest's proposal to carry out the P&C review process with the following points:

- Incorporate the Criteria Working Group (CWG) as consultees during the review period
- Process of publicizing the review to be done soon to ensure as many stakeholders are informed and prepared to input into the review
- Begin the public consultation process as soon as possible
- Project timeline to be brought forward by 1 month to accommodate GA4
- Clarify cost figures

7.2 National Interpretation: Updates

Mamat Salleh (MS) provided an update on National Interpretation in Malaysia. Matthias Diemer (MD) raised concerns over feedback received regarding the relative short notice of previous NI meetings in Malaysia. In response, Simon Lord (SL) and Chew Jit Seng (CJS) acknowledged previous errors and added the group is working hard to address shortfalls (i.e. announcement of public consultation process to be published in local newspapers, request NGOs to invite other NGOs, etc.).

Derom Bangun (DB) provided an update on National Interpretation in Indonesia (INA-NIWG). DB explained that the Indonesian NI group currently has 55 members including NGOs (WWF, Nature Conservancy, and Sawit Watch) and government representatives (Ministries of Labor, Trade, Land Agencies, Forestry, Agriculture) as well as banks. Public consultation of the 1st draft document is expected to be held in early June with field testing scheduled for June/July. The working group developed their own website at www.rsponiwiwg.org to accommodate inputs and comments from public to the draft NI documents. DB anticipates that the 2nd draft will be out for public comments in August/September and harmonization with Malaysia will take place in October. Desi Kusumadewi (DK) added that INA-NIWG included additional 2 columns of "parameter" and "reference" in their NI document. Johan Zueblin (JZ) warned about changing major and minor non-conformities during the NI process. DB offered to share preliminary results of the Indonesian NI process with JZ when the time comes. Matthias Diemer (MD) added that the RSPO Certification Systems document includes guidance for NI groups.

Simon Lord (SL) provided EB with an update on NI initiatives in Brazil, Ghana, Colombia and Papua New Guinea. SL also requested for funding assistance for PNG's NI process.

DECISION: All agreed to approve RM18,000 sponsorship from RSPO for PNG's 3rd NI meeting.

7.3 Verification issues

7.3.1 Approval of final verification systems paper

Jan Kees Vis (JKV) suggested for EB to go through all recommendations in the RSPO Certification Systems document. Action points for each relevant section are described below:

- Section 2.2
- **Recommendation:** RSPO must develop an independent registration system to monitor volumes certified under the three supply chain mechanisms.
 - **Recommendation:** RSPO must review the detailed arrangements for the three supply chain mechanisms.
- ACTION:** EB to send comments on the August 2006 Supply Chain project report to the Secretariat.

Section 4.1

- **Recommendation:** RSPO must develop guidelines for assessor competencies.
- **Recommendation:** RSPO should facilitate the training of internal auditors and external assessors.

ACTION:

- Secretariat to request for a proposal from ProForest to carry out peer reviews.
- Secretariat to request for clarification from Neil Judd (ProForest) on his covering comments regarding contracts and approvals of certification bodies

Section 4.2

- **Recommendation:** RSPO should encourage¹ independent smallholders to seek certification through smallholder group certifications. Detailed modalities of group certification should be elaborated.

Section 4.7

- **Recommendation:** The RSPO EB approves the establishment of the proposed 'Consumer Engagement Working Group'. This working group must:
 - Take into account the comments on control of claims received by the VWG process to date.
 - Consult through a balanced chambered approach like other RSPO WGs.
 - Give due consideration to both off-product and on-product claims.
 - Makes practical recommendations on who will monitor and control off-product claims (as this cannot be the task of certification bodies).
 - Recommend what practical penalties should be applied to those who violate these procedures.
 - Ensure that adequate resources and procedures are in place to ensure balanced North/South inputs, including by southern CSOs.
 - Report back to the Executive Board by October 2007.

Action: See 6.4 above for EB directive.

Section 5

- **Recommendation:** RSPO sets up a working group to establish an ESCROW fund for independent payment and selection of certification body including mechanisms to share the costs of certification through the supply chain.
- **Recommendation:** RSPO establishes a capital fund that will encourage independent smallholders to comply with and be certified against the RSPO Criteria, including through group certification. Monies will be raised from a levy on tradable certificates and other approaches, such as contributions from RSPO members that are reported in annual reports of progress.

ACTION: HSBC to inform EB if they are willing to take the lead on Item 5 (Funding of RSPO certification)

Annex 1 sect. 4

- **Recommendation:** RSPO must define a review period for the RSPO Criteria.

DECISION:

- All agreed to make the following amendments to the text of the RSPO Certification Systems documents:
 - *4.1.2 Assessment procedures for certification assessments against the RSPO Criteria must require that teams demonstrably include sufficient **oil palm** expertise to address all of the requirements of the RSPO Criteria relating to a specific assessment of the legal, technical, environmental and social issues, and must include team members that are fluent in the main languages relevant to the location where the specific assessment is taking place, including the languages of any potentially affected parties such as local communities.*

¹ Develop modalities, revised guidance for smallholders, financial package/ fund, and trials needed.

- *Annex 3: Criterion 4.4 Practices maintain the quality and availability of surface and ground water. Recommended indicator: Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones along all bodies of water **at or before replanting.***
- *Add additional points from Johan Verburg (lead auditor/auditor requirements) and Johann Zueblin (EUREPGAP elements)*
- All agreed that the review of certification bodies should be done by a subset of EB. The following have volunteered their services:
 - WWF Switzerland
 - Unilever
 - Migros
 - Oxfam
 - NBPOL
 - MPOA recommendation

ACTION:

- Secretariat to post final RSPO Certification Systems document after final EB comment period
- Secretariat to inform VWG and ProForest of the above changes made by EB
- Johann Zueblin to explore possibilities with regards to having a process/legal documents in place to handle potential de-listing or de-registering certifiers and report back to EB

7.3.2 Verification next steps

Refer to minutes above.

7.3.3 Press statement: Update on RSPO following conclusion of VWG work

Refer to minutes on agenda item 7.4.3 below.

7.3.4 Online Mapping to support the Verification and Credibility of 'Sustainable Palm Oil' (UNEP/WCMC)

DECISION: All agree to reject the UNEP/WCMC proposal above.

ACTION: Secretariat to inform UNEP/WCMC of EB decision above.

7.4 Supply chain issues

7.4.1 GreenPalm (Lead: Aarhus Karlshamns)

Tim Stephenson (TS) gave a presentation to update EB on AAK's GreenPalm initiative.

ACTION:

- Aarhus Karlshamns to send GreenPalm presentation to EB via the Secretariat
- Jan Kees Vis, Don Grubba, and Mamat Salleh (via advice from MDEX lawyers) to seek legal advice regarding the GreenPalm proposal and report back to EB (max 4 weeks)
- EB to vote on GreenPalm proposal after receiving legal advice

7.4.2 Supply Chain Working Group: next steps

ACTION: EB to send comments on the August 2006 Supply Chain project report (traceability issues) to the Secretariat.

7.4.3 Press statement: RSPO-endorsed trading systems

DECISION: All agreed to post a press statement (drafted by the Secretariat) on RSPO-endorsed trading systems.

7.5 Alternatives to Paraquat project proposal update

Simon Lord mentioned that Syngenta jointly with NBPOL were conducting trial on the new INTEON user safe formulation of Paraquat in PNG

ACTION: MPOA to approach their contacts within CABI Malaysia with regards to the Alternatives to Paraquat project and report back to EB

7.6 Technical Committee on Biodiversity

DECISION: All agreed to merge elements of the ProForest/DOEN proposal with the TCB work. This would result in the merged project providing one-thirds funding, IFC contributing an additional one-third funding and the remaining one-third funding provided by the Secretariat (in-kind).

ACTION: Secretariat to inform IFC of the above EB decision.

7.7 Zero Burning workshop in Jambi by The National Environment Agency, Singapore
Item was FYI and not discussed due to time constraints.

7.8 Palm oil life cycle green house gases emission (Lead: GAPKI)

DECISION: All agreed that an initiative to tackle palm oil life cycles/green house gas emissions is not necessary at the moment.

7.9 Workshop and assessment on minimizing impacts of palm oil and biofuel production in S.E. Asia on peatlands and climate change (Global Environment Centre & Wetlands International)

Matthias Diemer (MD) provided an update on the above proposal. MD explained that BP is also interested in organizing a similar workshop and it is likely that a combined proposal will seek RSPO endorsement.

DECISION:

- All agreed to reject the GEC/Wetlands International proposal above
- All agreed that RSPO is not interested in additional criteria for peat and biofuels at the moment.

ACTION: Secretariat to inform GEC of the above EB decision.

7.10 Additional fund-raising for projects

Funding allocation for some initiatives are noted in other sections of meeting above. EB did not discuss project or funding needs for critical initiatives due to lack of time.

8. RT5 planning

8.1 Updates

Andrew Ng (ANG) and Si Siew Lim (LSS) updated EB members on progress of RT5 planning.

DECISION: All agreed to the following points for RT5:

- Increase exhibition income to match costs (RM4,000/booth)
- Secretariat to coordinate funding for NGO participation with DOEN
- Increase registration fees
- Venue to accommodate at least 600 pax
- Participants to pay (separate from registration fees) for the official RT5 dinner on Day 1
- Cocktail reception before RT5 dinner
- EB dinner on Day 2
- EB meeting on 19 November (1800-2000) and on 23 November (full day)

ACTION: Secretariat to make arrangements with regards to the above EB recommendations.

8.2 RT5 announcement

DECISION: All agreed to approve the Secretariat's draft RT5 announcement (introduction & highlights). JKV will draw up RT5 agenda items based on discussion for drafting of operational agenda.

8.3 Sponsorship

DECISION: All agreed to increase sponsorship slots to RM50,000/sponsor

9. Matters arising

9.1 Next EB meeting

After some discussion, it was agreed not to schedule any physical follow-up Executive Board meetings until RT5.

9.2 Utz Certified presentation (Lead: Unilever)

Lucas Simons, Marketing Director of Utz Certified, gave a presentation via phone conference on how the Utz Certified's system for tracking transactions works.

ACTION:

- EB Members to send questions on Utz Certified presentation to the Secretariat for compilation
- Secretariat to forward compiled EB questions to Utz Certified

Any Other Business

Submission of Annual Communications of Progress by RSPO members

Matthias Diemer (MD) proposed that RSPO follows up on members who do not submit progress reports since it is a mandatory requirement. Chong Wei Kwang (CWK) enquired if organizations with multiple memberships (like HSBC) are obliged to submit more than one report. Jan Kees Vis (JKV) felt that it was sufficient for these organizations to submit a single report covering all activities. JKV also added that the booklet should differentiate reports submitted by Ordinary and Affiliate Members. Those who do not submit progress report will be left blank in a page with their company names on top of it.

DECISION: All agreed that RSPO Members need to submit annual progress reports to the Secretariat (for production of a booklet in time for RT5).

ACTION:

- Johan Verburg to send a one-page summary of the 2006 study on RSPO annual reporting to the Secretariat
- Secretariat to distribute reminders (in the form of a letter and the above one-page summary) to all RSPO members with regards to submitting their annual reports by the deadline of 15 September

Media enquiries

Johann Zueblin (JZ) explained that he was recently approached by Swiss media to talk about palm oil and deforestation. JZ enquired about how the EB should handle future media enquiries. Jan Kees Vis (JKV) explained that the CSWG is currently working on materials (i.e. key messages/challenges, sufficient engagement of smallholders, how to deal with grievances during verification, engaging emerging markets in China and India, etc.) JKV added that the Dutch MVO will work actively to get buy-in from China and India on palm oil and soy.

Secretariat staffing

ACTION: Secretariat to post advertisements for Projects Coordinator position as soon as possible.

RSPO factsheet

Desi Kusumadewi (DK) requested for the RSPO Factsheet to be updated.

RSPO website

Jan Kees Vis (JKV) pointed out that the 'Downloads' area of the website is still empty at the moment.

ACTION: Secretariat to update website 'Downloads' section.

Timetable of Events

Simon Lord suggested a timetable of events with deadlines at the meeting. This is to give an overall picture of what was happening and what was required to happen this year.

EB	National Interpretation EB sign off	3 weeks prior to GA
EB	Sustainability Certificates Tracking EB sign off	3 weeks prior to GA
CWE	P&C Review EB sign off	3 weeks prior to GA

RT5 Timetable

19 November	EB Pre-meeting (RT5)
20-22 November	RT5
22 November	General Assembly 4
23 November	EB Meeting