



Roundtable on Sustainable Palm Oil

RSPO Secretariat  
Mont Kiara Business Centre  
Suite D-03-01, Plaza Mont Kiara  
2, Jalan Kiara, 50480 Kuala Lumpur  
Malaysia

Telephone : +603-6411 8803  
Fax : +603-6411 8828  
Website : [www.sustainable-palmoil.org](http://www.sustainable-palmoil.org)

## EB-06 : Minutes of Executive Board Meeting

Date : 7 October 2004 (Thursday)  
Time : 0900-1100 (Western, Indonesia)  
Venue : Krakatau Room  
Grand Hyatt Jakarta  
JI MH Thamrin, Kav 28-30  
Jakarta 10230, Indonesia

### Participants

1. MR Chandran (MPOA)
2. Derom Bangun (GAPKI)
3. Jens Mesa-Dishington (FEDEPALMA)
4. Ian McIntosh (Aarhus)
5. Jan Kees Vis (Unilever)
6. Fausta Borsani (Migros)
7. Matthias Diemer (WWF Switzerland)
8. Fitriani Ardiansyah (WWF-Indonesia) – On behalf of Dian Kosasih
9. Teoh Cheng Hai (RSPO)
10. Si-Siew Lim (RSPO)

### AGENDA

1. Introduction
2. Review of RT2 and CWG meeting and follow-up actions
3. Establishment of a new RSPO Secretariat
4. Appointment of a new Secretary-General and Secretary
5. To consider/approve the budget for the new RSPO Secretariat
6. Any other matters

### MINUTES

#### 1. Introduction

Unilever: Jan Kees Vis stated that as the full Board could not be present at this meeting; whatever decisions made would be subject to endorsement of the rest of the Executive Board.

## 2. Review of RT2 and CWG meeting and follow-up actions

RSPO: Teoh Cheng Hai suggested that a formal letter of acknowledgement from the RSPO President be sent to the Chairpersons of the RT2 Steering and Organizing Committees as well as the Minister of Agriculture, Indonesia. A formal letter of acknowledgement should also be sent to those who served on the last RSPO Board. It will also be necessary to finalize the RT2 accounts in early course.

WWF Switzerland: Matthias Diemer stated that a reporting process is needed for RSPO-endorsed projects.

**ACTION:** Teoh Cheng Hai to prepare a format for reporting progress.

**ACTION:** Teoh Cheng Hai to draft acknowledgement letters and send to Jan Kees Vis.

**ACTION:** Teoh Cheng Hai to draft RT2 press release and distribute to EB members.

**ACTION:** Derom Bangun to inform the RSPO Secretariat when RT2 accounts are finalized. Teoh Cheng Hai will attend the final wrap-up RT2SC/OC meeting in Jakarta.

**ACTION:** RSPO Secretariat will compile all presentations made during RT2 (including breakout group presentations) and make proceedings available on the RSPO website for public download as soon as possible. A copy of RT2 proceedings will also be saved in CD format for stakeholders with limited access to the web.

## 3. Establishment of a new RSPO Secretariat

### 4. Appointment of a new Secretary General and Secretary

WWF Switzerland: Matthias Diemer stressed the need to advertise the position of the RSPO Secretary General in a transparent manner internationally.

**DECISION:** All agree that the Secretary General's position should be a service contract for a minimum period of 1 year, with an option for an additional 2 years. Applicants should indicate their salary requirements. The proposed start date will be 1 February 2005 and the RSPO Secretariat will also remain in Kuala Lumpur, Malaysia.

**DECISION:** All agree to advertise the position of the RSPO Secretary General on international websites and publications through their various communications contacts.

**ACTION:** Teoh Cheng Hai to draft an advertisement for the RSPO Secretary General's position.

**ACTION:** Teoh Cheng Hai to arrange for placement of the advertisement in Oils & Fats International and web-links by 30 October 2004.

**ACTION:** Teoh Cheng Hai to draft contract extensions for the next 6 months for the Secretary General and Secretary's positions as soon as possible.

## 5. To consider/approve the budget for the new RSPO Secretariat

MPOA: MR Chandran pointed out that a proper budget for the RSPO Secretariat needs to be prepared. The actual budget should also show income based on expected membership and expenditure. The budget should commence (retrospectively) from the start of the financial year on 1 July 2004.

**ACTION:** Teoh Cheng Hai to prepare a revised budget, which will also include one trip to South America, etc.

## 6. Any other matters

### 6.1. Date of next EB meeting

Unilever: Jan Kees Vis suggested an EB phone conference between now and late February 2005. He suggested early December since the cut off point for receiving applications for the Secretary General's position will be 30 November 2004.

**DECISION:** All agree that the next EB phone conference will be held on 10 December 2004.

### 6.2 Improving RSPO Communications

WWF-Indonesia: Fitriani Ardiansyah enquired if there can be additional RSPO briefings given by a liaison of RSPO in Indonesia. He also asked if there was a provision in the budget for such a person.

Unilever, WWF Switzerland and Migros: Jan Kees Vis, Matthias Diemer and Fausta Borsani suggested the RSPO revisit this suggestion six months from now.

GAPKI: Derom Bangun suggested that to reach a wider audience, the RSPO needs look into translating several key documents.

**DECISION:** All agree that the updated RSPO Factsheet and Summary of Outputs from RT2 should be made available in several languages.

**ACTION:** TCH to look into getting key RSPO documents translated with the aid of EB Members who have access to translation expertise and services in their respective base countries (i.e. FEDEPALMA for Spanish and WWF-Indonesia for Bahasa Indonesia).

### 6.3 Additional RSPO Vice Presidents

MPOA: MR Chandran informed the Board that Malaysia-based companies are paying 42% of the RSPO budget in the form of membership fees. They would like to propose a Vice President from Malaysia. He also proposed FEDEPALMA as Vice President.

**DECISION:** All agree that MPOA and FEDEPALMA be elected as RSPO Vice Presidents.

Unilever: Jan Kees Vis stressed that this point needs to be captured in the minutes for confirmation by the rest of the Board. If no agreement is reached, the issue will be discussed in next EB phone conference.

### 6.4 African Smallholder Associations

FEDEPALMA: Jens Mesa-Dishington enquired about the possibility of RSPO approaching smallholders in Africa.

**ACTION:** Unilever will endeavour to find out more information regarding smallholder associations in Africa. Migros will also enquire with SIAT SA for contacts with national smallholders in Africa.

### 6.5 Upcoming physical CWG/EB meetings

Unilever & RSPO: Jan Kees Vis stated that the next physical EB meeting should coincide with the upcoming CWG meeting in Malaysia. Teoh Cheng Hai suggested field visits to see BMPs in Golden Hope Plantations Berhad and United Plantations Berhad in conjunction with the meeting.

**ACTION:** Teoh Cheng Hai will contact HSBC regarding additional funding, Golden Hope regarding hosting the next CWG/EB meeting and ProForest regarding suitable dates.

## 6.6 Informing governments regarding RSPO developments

GAPKI & WWF-Indonesia: Derom Bangun requested the RSPO to inform governments on RSPO and RT2. He stressed that there is urgency for this due to rapid development in Kalimantan. Fitriani Ardiansyah also shared the same views. Derom Bangun offered to help submit the relevant information the Indonesian Central Planning Board, which is in the position to distribute the information to various provinces.

MPOA: MR Chandran mentioned similar needs to inform the Malaysian and Papua New Guinea governments on RSPO developments.

**ACTION:** Derom Bangun to provide the addresses of government officials who should be contacted by RSPO.

## 6.7 Retailer representation in CWG

Migros: Fausta Borsani proposed that as there is no direct representation of retailers in the CWG, a consultative process should be put in place to get input and feedback from the wide range of retailers.

**ACTION:** Unilever and Migros to prepare a list of retailers and consumer goods manufacturers to help form an informal retailer consultation group for the CWG. Inputs from Body Shop International and WWF Switzerland are also needed for this purpose.

## 6.8 Registering RSPO under WSSD

RSPO: Teoh Cheng Hai suggested that the RSPO register itself as a Type II Partnerships with WSSD.

Unilever: Jan Kees Vis agreed with the suggestion as long as it does not involve additional administrative resources from RSPO.

**ACTION:** Teoh Cheng Hai to make inquiries with WSSD and inform the Board.

## Adjournment

The meeting was adjourned at 1100 (Western, Indonesia).