

Minutes for RSPO BOARD OF GOVERNORS Meeting 05-21

Date: 22 November 2021

Start Time: 3.00pm-8.00 pm (GMT +8)

Venue: Conference Call

BOG MEMBERS AND ALTERNATES IN ATTENDANCE

SUBSTANTIVE MEMBERS

Dato' Carl Bek-Nielsen (CBN), **MPOA** – Co Chair
 Anne Rosenbarger (AR), **WRI** — Co Chair (Left 7.23pm)
 Tim Stephenson (TS), **AAK** – Vice-Chair
 Paul Wolvekamp (PW), **BOTHENDS**
 Marcus Colchester (MC), **FPP**
 Agus Purnomo (AP), **GOLDEN AGRI RESOURCES**
 Karen Yu (KY), **RABOBANK**
 Lee Kuan-Chun (LKC), **P&G**
 Samantha Bramley (SM), **STANDARD CHARTERED** (Left 7.30pm)
 Martin Huxtable (MH), **UNILEVER**
 Daphne Hameeteman (DH), **WILMAR**
 Elizabeth Clarke (MG), **WWF S'PORE**
 Julian Walker-Palin (JWP), **RPOG**
 Kahori Miyake, **AEON** (Left 6.41pm)
 José Roberto Montenegro (JRM), **AGROCARIBE

ADVISORS

Prof. Bungaran Saragih (BS)
 MR Chandran (Left 7.05pm)

ALTERNATE MEMBERS

Lee Kuan Yee (LKY), **MPOA**
 Eleanor Spencer (ES), **ZSL**
 Caroline Westerik-Sikking (CWS), **AAK**
 Nursanna Marpaung, **HAKUTAN**
 Madeleine Brassier (MB), **OXFAM**
 Dr. Fadhil Hassan, **ASIAN AGRI** (Left 3.54pm)
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 Olivier Charrier (OC), **FERRERO**
 -
 Claudine Musitelli (CM), **UNILEVER**
 Olivier Tichit (OT), **MUSIMMAS**
 *Harjinder Kler (HK), **HUTAN**
 Hugo Byrnes (HB), **AHOLD DELHAIZE** (Left 7.30pm)
 Yumie Kawashima (YK), **AEON** (Left 7.45pm)
 Sander Van den Ende (SVE), **SIPEF**
 Quentin Meunir (QM), **OLAM**
 John Clendon (JC), **UNIVANICH** (Left 4.42pm)
 *Due bad connections, dropped off after 3.21pm
 **Joined at 5.19pm

SECRETARIAT STAFF

Adam Harrison (AH), Interim Coordinator (IIC)
 Gan Lian Tiong (GLT), Interim Coordinator (IIC)
 Inke van der Sluijs (IS), Secretariat
 Sarah Tan, Secretariat

GUESTS

2 English/B Indonesia Interpreters
 Chan Zhan Kin (CZK)
 HS Yen (YHS) and Karen Lawrence (KL)
 Henry Barlow (HB) and Lee Sian Choo (LSC)
 HR and Labour session, see list below

ABSENT WITH APOLOGIES:

SUBSTANTIVE MEMBERS

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ALTERNATE MEMBERS

Martin Van Vaals (MVV), **RABOBANK**

Roger Charles (RC), **STANDARD CHARTERED**

Human Rights and Labour Session ParticipantsPresenters

Amalia Falah Alam, CNV International

Astrid Puspitasari, Sawit Watch

Lanash Thanda, SEPA

Maurice van Beers, CNV International

Guests

Eva Smulders, CNV Internationaal

Marieke Leegwater, Solidaridad

Paula den Hartog, Rainforest Alliance

Tracy Patrick, SEPA

Riza Harizajudin, Sawit Watch

Secretariat Staff

Julia Majil

Aryo Gustomo

Ayu T. Melese

Citra Hartati

Eli Agbitor

Freda Manan

Imam A. El Marzuq

Prasad Vijaya Segaran

Wan Muqtadir

Item	Description	Focal Point
1.0	<p>Introductions and Opening Remarks RSPO Antitrust Caution, Quorum and Conflict of Interest</p> <p>The meeting being quorate, the Co-Chairs opened the meeting. Dato' Carl welcomed the Board of Governors to the Meeting. The Board was reminded of the need to follow antitrust requirements and the circulated agenda for meeting was approved.</p>	
2.0	<p>Approval of Minutes of the previous meeting:</p> <p>1. 27 September 2021 BoG Meeting 03-21</p> <p>The minutes were approved, proposed by CBN, seconded by TS. CBN welcomed the new BoG representative from</p> <ol style="list-style-type: none"> 1) WWF, Elizabeth Clarke and 2) Unilever, Claudine Musitelli <p>2. 18 October 2021 BoG Meeting 04-21</p> <p>The minutes were approved, proposed by AR, seconded by LKC.</p>	
3.0	<p>Actions Arising from the last Meeting – BoG Meeting 03-21 Action Tracker</p> <p>Item 4.3 Sounding Board, Request for Board volunteer to replace HK. OT volunteered and was approved to take on the SB role and the Co-chair thanked him for coming forward.</p> <p>DSF Advisory Group co-chair, needs a volunteer to replace P Meekers, BoG to volunteer and revert.</p> <p>Item 6.1 SRWG Co-Chair is still vacant, the person need not be a BoG member. BoG to revert whether they have someone who is willing to take on the role.</p> <p>Item 6.2 Waiver of membership fees for Zoos. To retain zoos membership but we do not want to drop the fees as it will set a precedent. The Board approved 80% fees waiver for a period of 24 months due to special consideration of zoos importance and the pandemic situation the zoos face an income deficit situation. This is to be re-evaluated at the end of 2-year period. Secretariat to engage the zoos on this waiver.</p> <p>As a response to the pandemic situation, it was proposed that a BoG WG review the need for a fee waiver/reduction for other stakeholder groups that we need to strengthen membership from, example SH, indigenous people group and make a proposition to the Board.</p> <p>Item 7: 8.6.1 Endorsement: Resolution 6D Task Force. Feedback requested at last BoG is not completed. Once received MC will seek BoG endorsement via email.</p> <p>Item 7: 8.6.3 RSPO Grievance System's Impartiality & Independence</p> <p>Update to be provided under the CP session on agenda.</p> <p>Item 9.3 DH: Who is responsible for the data (including uptake data) in the Secretariat? This is also in relation to the PalmTrace contract renewal with RA.</p>	

	<p>AH: Secretariat recognizes the data issue and has outlined it as an area to focus on. The Operational Plan envisages establishing a 'section/function' to oversee monitoring, evaluation, data management, research, knowledge management within RSPO in the medium term. The IICs are reviewing whether to bring these plans forward sooner.</p> <p>TS: Keep in sight - Governance Review to be initiated when CEO is on board.</p> <p>Action:</p> <ol style="list-style-type: none"> A BoG to volunteer to take on the DSF Advisory Group Co-Chair role. Secretariat to revert for SRWG Co-Chair, whether the person needs to be from a particular sector. BoG to revert if they know of someone who is willing to take on the SRWG Co-Chair role. Secretariat to liaise with Zoos on the 80% fee waiver for 24 months. A BoG WG to review the need for fee waiver/reduction for other stakeholder groups that we need to strengthen membership eg SH, indigenous people group and make a proposition to the Board. Resolution 6D endorsement: TF/MC to email BoG to seek endorsement when all agreed to and ready. Keep in view, Governance Review is to be initiated once CEO is on board. 	<p>BoG Secretariat</p> <p>BoG</p> <p>Secretariat BoG WG to look into the issue. MC To Note: Board/ Secretariat</p>
4.0	<p>Remuneration Committee Update</p> <p><u>CEO recruitment update</u></p> <p>RemCom has identified a candidate, negotiated an offer and candidate has accepted with a letter of intent. The candidate is bound by contractual obligations to his organization and not allowed to sign a contract or for us to share his name and make the announcement.</p> <p>It was a long but positive process. There were 2 strong candidates, it was a unanimous agreement amongst RemCom on the selected candidate.</p> <p>The anticipated start date is 1 March 2022. Further update/announcement will be made in February when it is possible to do so.</p> <p>The candidate will be able to start/based in Malaysia and is not a problem.</p> <p>Board endorsement to support RemCom recommendation on the CEO recruitment will be put forth to the Board when it is possible to do so before the final contract is signed, possibly end January to mid-February 2022.</p> <p>The Directors will also be informed after the Board's approval.</p> <p>The COO, the recruitment of this key role will be initiated when the CEO is onboard.</p> <p>RemCom ToR: To continue in its co-ordination of the Interim Coordinators.</p> <p>Action:</p> <ol style="list-style-type: none"> When it is possible to do so, RemCom to seek Board's approval and support for the CEO appointment. Once the Board has approved the CEO appointment, the Directors are to be informed. 	<p>} RemCom } }</p>

5.0

Operational Overview Update by Interim Coordinator

AH highlighted a few points in the IC Report.

- **Risk Register: Membership risk**

DH: What is the attrition rate of growers after the 5 years certification period, how many hectares are involved?

CBN: Feedback from growers is that few new growers want to join the RSPO as they see the ceiling is too high. There are also members who are considering whether they want to continue. A valid point due new P&C. Growers are considering moving away from Western markets to focus on non-Western market viewed as less demanding.

TS: What is the attrition rate of membership?

The 7% attrition mentioned in the report is for all membership categories and most is due to SCA membership for whom the main reason for leaving is that they are no longer dealing in PO.

AH: Will find out and revert.

- **Smallholders**

ToR independent review of the implementation of the RISS – will feed into the P&C review standards in 2022. Only 1 consultant has expressed interest but no submission to the tender yet. Should BoG know of any consultants who are interested to work on this review, please let the Secretariat know.

- **Assurance**

MC: Expressed his concern that action has still not been taken on the recommendations from the RaCP implementation review, endorsed by the BHCV WG in June 2020. Also that the LUCA and RaCP data tabulation reported does not give social data alongside the environmental data provided. The Secretariat has been asked to look into this but is worried that our RaCP continued to be of secondary importance.

CBN: What is the cause of the no/slow response of RaCP?

- **Stakeholder Engagement Division (SE)**

DH sought clarification on what are the Stakeholder Engagement Division's goals, who are the stakeholders being engaged? Asked that SE engage with consumers as RSPO logos what we do are not familiar to them.

AH/IS clarified the former Outreach and Engagement Division was split into Stakeholder Engagement Division and Market Transformation Division. SE is made up of Marketing Communications, Digital Communications, SE Unit, Government Relations Engagement Unit. It looks at engaging external stakeholders with NGOs, governments and businesses have overlap with Market Transformation on the purpose of engagement. We are in process of finalizing the SE Director recruitment.

	<p>LKC: 2023 P&C review and RSS review to look into key expectations and relevance in the review elements, structure the strategic process to engage with government in view of the multiple due diligence and regulations to help RSPO to better understand how we can align with the new developments in EU, UK and US.</p> <ul style="list-style-type: none"> ● SE Update There was a lengthy discussion on the recently announced draft European Commission (EC) Legislations on mandatory due diligence for deforestation-related commodities and a reference to and acknowledgment of the role of voluntary certification and the outstanding concerns. <p><u>Conclusion:</u> There is a Board consensus whereby the Secretariat is to give it a high priority and include the Board members (Ferrero, P&C, and Unilever) who have openly come forward to be involved, to help to coordinate and better engage the legislators in EU, UK and US.</p> <p>If there are resource constraints to enable Secretariat to go on with this assignment, let the Board know.</p> <p>The Board is fully behind this and asked Secretariat to give it a priority. This is to be kept on the agenda, and for it to be followed up at each Board meeting.</p> <ul style="list-style-type: none"> ● 8.3.5 JA in Ecuador MC: Not much happening in Ecuador in the last year due to Covid but we have high expectations of JA and is important for RSPO. The initiative is with the JAWG, Board asked to be patient and bear with it. ● HR Update The Board welcomed CZK onboard. CBN emphasized CZK's top priority together with Ingenium, is to lead the process to establish a well-functioning, trustworthy, professional HR system and structure. <p>TS: In terms of staff strength, we are going from 100 to 160, we are comfortable going forward with the recruitment and structure that had been approved by the Board.</p> <p>CZK: Working on 21 priority recruitment which had been previously approved. As to whether these are the right structure, need to look in detail in conjunction with RSPO strategies, ICs and CEO.</p> <p>CBN: When the CEO is on board, the CEO will take a lead on this and make a final recommendation to the Board.</p>	<p>Action : IC</p>
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	<p><u>Board Book Format</u></p> <p>TS: Useful to have a half to one page summary of the highlights, critical items, and issues addressed on the first page of the IC Report.</p> <p>AH: The Operational Update includes reports from the Divisions but also for the related Standing Committees. These SC reports are then repeated in the verbal updates from SC chairs later in the agenda.</p> <p>IICs will pull out highlights from the Divisional updates in the report and remove repetition of SC reporting.</p> <p><u>Action:</u></p> <ol style="list-style-type: none"> 1. To provide updates on the membership attrition rate of various groups and growers' attrition rate after 5 years. 2. SH ToR independent review of the implementation of the RISS, should BoG know of any consultants who are interested to work on this review, please let the Secretariat know. 3. What is the reason for RaCP slow/no response on recommendations endorsed in June 2020 and the way forward to address this. 4. The LUCA RaCP tabulation includes social as well as environmental aspects. 5. SE to engage consumers to ensure that they are aware of the RSPO logo and mission. 6. Align the P&C and RISS review process and strategic priorities to the due diligence regulations and requirements in development in EU, US and UK. 7. Secretariat to give it a high priority and work with the Board members (Ferrero, P&G and Unilever) who have come forward to be involved; to coordinate and better engage the legislators in EU, UK and US on legislations on mandatory due diligence for deforestation related commodities, voluntary certification and outstanding concerns on this. <ul style="list-style-type: none"> ○ If there are resource constraints to enable Secretariat to go on, let the Board know. ○ This is to be kept on the agenda, and for it to be followed up at each Board meeting. 8. When the CEO is on board, to review the RSPO structure. 9. Board Book-IC Report: to include a half to one-page summary on highlights - critical items and issues addressed. Each Division to pull out the highlights. 10. In BoG Meeting, ICs will pull out highlights from the Divisional updates in the report and not report on SC updates. 	<p>Secretariat</p> <p>BoG</p> <p>} Secretariat } } } } } }</p> <p>Secretariat/ BoG: OC, LKC & MH</p> <p>} Secretariat } } } } }</p> <p>IIC/Secretariat & SC co-chairs</p>
6.0	<p>RT and GA Updates</p> <p>RT</p> <p>Events were very successful. Acknowledgment and thanks to Secretariat staff: Caroline and Monisha for their hard work, Fay and Sara. Thanks also to Anita Neville who guided the whole planning process.</p> <p>Attendance numbers to be emailed to the Board.</p>	

	<p>GA</p> <p>The Secretariat will send a final reminder email to members and encourage members to do early voting. Secretariat will also draft an email and email distribution list for BoG to send to their constituents.</p> <p>Board asked to prepare to volunteer to propose and second the approval of GA17 minutes.</p> <p>TS: Have we got the quorum to the GA. The Secretariat will revert.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. RT attendance to be emailed to the Board. 2. Secretariat to revert to Board on GA quorum. 	<p>} Secretariat }</p>
7.0	<p>Proposed Dates for 2022 BoG Meeting</p> <ol style="list-style-type: none"> 1) Monday, 14 February 2) Monday, 20 June 2022 3) Monday, 26 September 2022 4) If there is going to be a physical GA we propose having the GA on 1 December followed by BoG on Friday, 2 December 2022; or if we hold the GA virtually, having the BoG on Monday 5 December 2022 <p>The proposed dates are accepted.</p> <p>For the February meeting, tentatively strive to have a physical meeting depending on the travel and quarantine regulations. By the middle of January will decide whether it is feasible. If it is a physical meeting, it will be a hybrid to enable those not able to travel to attend remotely.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Placeholder calendar invites to be sent to BoG on the 2022 BoG Meeting dates. December will have 2 placeholder invites depending on whether it is a physical or virtual GA. When it is a physical meeting, it will also include a remote session for BoG who are not able to travel. 2. Secretariat to work/advice Board on the possibility of a physical February Board meeting in January. 	<p>} Secretariat } } }</p>
8.0	<p>Standing Committees Update & Board Actions</p> <p><u>8.1 Finance Committee Update</u></p> <p>TS did a quick run through the financial numbers and highlighted areas shared in the Finance pre-reads:</p> <ul style="list-style-type: none"> ● A very strong 1st quarter financially ● We are looking to invest the cash reserves held ● We are well able to meet the payroll costs increase with a headcount increase from 100 to 160. 	

	<p>PalmTrace: contract with RA expires in Nov 2022 and we are currently reviewing and will come up with a new proposal or an alternative</p> <p>DH: RSPO could extract a lot more useful data from PalmTrace than it does currently.</p> <p>IS: Secretariat is already having weekly meetings with PalmTrace.</p> <p>The MDSC and Finance Committee to work on the contract review and the terms – information required and alternatives and report back at the next Board Meeting.</p> <p>Action:</p> <p>1. The MDSC and Finance Committee to work on PalmTrace contract review and the terms – information required and alternatives and report back at the next Board Meeting.</p>	MDSC/Finance Committee
	<p><u>8.2 ASC</u></p> <p><u>Update</u></p> <p>AP did a run-through of the ASC update on the slide provided in supplementary pre-read. Interim ASC Co-chair identified Pak Joko from WWF Indonesia.</p> <p>Socapalm</p> <ul style="list-style-type: none"> ● The Socapalm allegations are very serious and first raised in December 2020 as an urgent matter to be investigated. But to date, there is still no progress on the ground. ● Delay is due to: Identifying a suitable independent candidate to carry out the investigations and Covid19 situation. All the candidates proposed by various parties had a potential conflict of interest and it took the Secretariat a long time to identify someone able to do this. ASI and a suitable field assessor have now been identified and it is a matter of getting their availability for an early field visit. ● Secretariat to give this priority and report tangible updates at the February 2022 BoG Meeting. <p>RacP</p> <p>How is the timeline working with RaCP LUCA review process? The progress in the last 6 months is much faster compared to the last few years. Current progress of review, we can solve some of the proposals and review that had been pending for 2-3 years. Pickup is faster but still approximately 700+ to go. The Secretariat needs possibly another year to review all the pending cases. Assurance Division to closely monitor and if it is a resource issue to note it is a priority that it needs to go as fast as possible and resource limitation should not be the cause.</p> <p><u>RSPO Impact Indicators Initiatives: Board Strategic Input</u></p> <p>HS Yen did a quick run through the slides shared in the supplementary pre-read, followed by Q&A on the Impact Indicators data source, what it seeks to measure in both quantitative and qualitative terms and Impactor Indicators will be revised when the P&C requirements are revised.</p>	

	<p>CM: We can quantify social and best finding received, critical work not to miss - the impact to people and RSPO. There is a very good tool shift indicator design tool – to design an indicator for social endeavour and human rights in general.</p> <p>Board members to connect with HS Yen offline – looking for ways to enrich the report both quantitative and qualitative but need to draw a line based on Theory of Change and what RSPO is directly responsible for and indirectly empowered for.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Secretariat to put the Socapalm allegations investigation case on priority and to provide tangible progress updates at the February 2022 BoG Meeting. 2. Assurance Division to note RaCP is a priority that it needs to go as fast as possible and resource limitations should not be the cause of delay and to closely monitor the situation. 3. Board members to connect with HS Yen offline – looking for ways to enrich the report both quantitative and qualitative but need to draw a line based on Theory of Change and what RSPO is directly responsible for and indirectly empowered for. 	<p>} Secretariat } } } } BoG/YHS</p>
	<p><u>8.3 Market Development SC</u></p> <p>IS highlighted:</p> <ul style="list-style-type: none"> ● Following BoG’s request, looking into market dynamics will be discussed at MDSC meeting on 30 November. ● Oleo Task Force was revived on 8 Nov and the ToR was drafted. The objective of TF: <ul style="list-style-type: none"> ○ understand CSPKO supply chain and certified material and shortage of supply, ○ identify the barriers, ○ review to compensate for shortage of supply, ○ develop market supply/demand action plan, ○ review and propose revision on rules relating to RSPO Supply Chain Certification Standard. <p>TF will benefit from representatives from another CGM (besides P&G), eNGO, sNGO and Retailers groups are welcome to join the TF next meeting in December. Please contact IS if there are representatives from the 4 groups keen to join the TF.</p> <p>A Q&A session followed and requests were put forward:</p> <p>LKC: Short term intervention proposal to address CSPKO shortage.</p> <p>MH: Imbalance of CSPKO demand in relation to CSPO supply, could mean a loosening of the SC Certification Standard for CSPKO. Attention should be on where the issue lies. The need for additional CGM representative, please let him know.</p>	

	<p><u>Action:</u></p> <ol style="list-style-type: none"> 1. BoG (CGM, eNGO, sNGO, RT) to advise IS of any representative keen to join the Oleo TF. 2. Oleo TF is still to find a CGM representative, MH to help IS find one. 3. Short term intervention proposal to address CSPKO shortage 	<p>BoG</p> <p>MH/IS</p> <p>Oleo TF</p>
	<p><u>8.4 Shared Responsibility</u></p> <p>IS presented the SR status update on key deliverables.</p> <p>Q&A and discussion:</p> <p>DH: The performance on other SR indicators (besides uptake) are not at the desired state. Need BoG to have their sector members to upload their policies on environment and social issues to the RSPO website.</p> <p>On behalf of the growers CBN expressed his disappointment that there was no consensus amongst the SRWG on the proposed GA resolution to include SR in the CoC and was dropped. The Growers see this as a vital part of the RSPO retaining its relevance and to ensure an equitable amount of effort is undertaken by all members and not only some of the members. Want to emphasize unless the SR commitment is taken seriously by all, the Growers will not cooperate with regards to any tightening up of the revision of the P&Cs. Growers will not continue to tighten up when there is no demand and/or effort to commensurately help improve the uptake of CSPO. Advocate much greater attention and priorities be given to SR concept and to support the Secretariat in this. It is time the lead is taken by the NGOs with their members to do something about it. It will not work for growers on one side and CGM, P&T and Retailers on the other side.</p> <p>AR in response on the NGO side, expressed disappointment on the non-consensus on the proposed GA resolution. Hear the conflicting messaging and contentions in term of supply/demand issues and bottleneck; strategic discussions are not happening in a productive way on the Board meetings and SRWG. As follow-up action, working with Secretariat, suggest convening a strategic workshop on the broader strategy around SR. AR volunteered to work on this with IS.</p> <p>MC: NGO viewpoint. Forest Peoples was SRWG co-chair but has stepped down for capacity reasons. The SR discussion has become stuck on uptake quantity and not SR of downstream members to help with the quality. Had proposed but no traction to get downstream members to help pay for the costs that the producers at the moment, had to shoulder for improving their performance, assessment and audits. This needs to be improved as these costs fall on the producers and not by the whole supply chain. Open this up for discussion on how the whole supply chain can help with quality as well as quantity to move on, rather than stuck on the endless arguments on quantity of trade. If there is no interest in the SC to move on the quality, in a difficult situation.</p> <p>DH: Uptake numbers have grown, and users are reporting that they often cannot find any volumes of CSPO in the market. In the European market uptake is 90% cannot find SG volume, there is no demand for MB. We need a workshop to explain the situation and challenges, SR clarity, and</p>	

	<p>responsibilities for SRWG and RSPO Board. The Board needs to get on the same page and use the same data rather than complain that one or other side is not doing enough.</p> <p>AR: BoG meeting is not an adequate platform as usually pressed for time to dive into and discuss the strategy that is needed. The suggestion to have a workshop/dedicated discussion should not be limited to the Board but need to think about who else to bring into the discussion.</p> <p>TS: From our uptake perspective, 65% lower end without including ISCC, PKO 10%, 75% in total whether it's good or bad, we need to compare it. We need a mechanism to take it forward, do a comparison with other schemes to see how we compare with some other not dis-similar organisations and industries and see how good the uptake is compared with others to give us a benchmark where we are and take it from there.</p> <p>CBN: Need a mechanism to take it forward. Reiterate the growers will not cooperate with the P&C Review if the SR issue is not addressed. Clarified that of all the RSPO certified oil produced only 60%-65% was sold as RSPO certified oil which was in alignment with what had been provided in the BoG papers.</p> <p>AR: Any Board member keen to help organize the workshop to volunteer. AR volunteers to touch base with IS how best to bring this forward. AR might reach out to BoG who are particularly vocal on this to seek input. Anyone who has concrete suggestions to table as next steps, will go with that for now.</p> <p>Issue discussed further in AOB at end of meeting (but noted here):</p> <p>Finalised uptake and production numbers are now on the website. These show that actual production in 2020 is around 12M, Sales including other schemes (largely ISCC/biofuels) is around 11M. Of the 12M, important to note the fact only 60%-65% of all certified RSPO palm is sold as RSPO certified palm today, it still leaves a gap, but also that off-take to ISCC means that not all is available to purchase as CSPO. It is of relevance to discuss this, there needs to be more traction and commitment in terms of taking ownership of SR.</p> <p>It is proposed to have a session to explain these numbers to internal stakeholders mainly, when we say sold on other schemes, it means the growers are double-certified, both RSPO and ISCC certified, and choosing to sell as ISCC is a choice of the growers. We should base our strategy on the agreed numbers. Uptake numbers are growing - 20%.</p> <p>NGOs expressed willingness to moderate the session. Agree that a meeting be convened and the NGOs should broker the meeting as we come together to discuss.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. BoG to remind their constituents to upload their policies on environment and social indicators via the RSPO website. 2. Organise a SR deep-dive strategic workshop: <ul style="list-style-type: none"> ● AR to touch base with IS on how best to bring this forward. ● Any Board member keen to volunteer in organizing the workshop, please reach out to AR/IS. ● Board member who has been vocal on SR issues, please give input to AR. 	<p>BoG</p> <p>Secretariat/AR</p> <p>} BoG</p> <p>}</p> <p>}</p> <p>}</p>
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	<p><u>Action:</u></p> <p>1. NI for Cameroon ready for endorsement in February 2022 BoG Meeting. If NI is not ready then, will have to use the generic P&C.</p>	Secretariat
9.	<p><u>Complaints Panel Update</u></p> <p>LSC brought the BoG through the complaint’s statistics, followed by Q&A: Clarification was given of what it means in reality on:</p> <ul style="list-style-type: none"> ● Case closed: CP made the decision – with the response from complainants and respondents and panel members consensus/agreement on the case, the case is deemed as closed. ● Remedy/Monitoring: actions requested by complainants to execute certain things/to take actions need time and could take time (stretches from 1 to 6 months) and a degree of monitoring on the agreed exercise and when executed done, it is completed. <p>CP will provide figures and examples on the above in future BoG updates.</p> <p>CP will provide the number of closed cases which was monitored or required monitoring figures and some examples on what was being monitored in the next CP presence in the BoG meeting.</p> <p>OT: The CP dis-functionality is not mentioned in the Board Book/Board pack, this should be included going forward. What is going on in the CP is more important than statistics.</p> <p><u>Grievance Unit Update</u></p> <p>The Grievance Unit has been restructured and this has been communicated to the CP in a letter from Dr Gan, GU now reports to the CEO on the organization chart, overseen by GLT in the interim.</p> <p>The candidate for Head of Grievance recruitment has been identified but needs to give 6 months’ notice. Without a Head, the staff are doing their best with no adequate leadership and assistance on complaint cases received. There is concern and question strength is adequate. CP had asked for 2 additional staff.</p> <p>The BoG Co-chair noted the urgency on staffing, will add it to the tracking list for follow-up on the RemCom side.</p> <p><u>CP Update</u></p> <p>In the CP, there have been some resignations recently: 1 in Sep/Oct and another 2 more by December, 2 CP members had abstained from CP activity till assured of the independence sought is given.</p> <p>As a result, CP meetings had been non-quorate for 2 months (Oct and Nov) due to various members’ concerns and guarantee to allow them to operate independently.</p> <p>It is unlikely we will be able to recruit additional volunteer CP members at this time as the CP is dysfunctional, and until it is acknowledged that the CP is back in action and working satisfactorily.</p> <p>Issues are with individual CP members and not the CP itself.</p>	

	<p>There are issues to be resolved before new members will join the CP, for example, the number of hours needed to be put in by CP members. The CP will look into breaking down the processes and shortening the processes for complaints cases. The list of activities needed can be truncated and done in phases, will be able to see the progress, then continue the exercise to get more CP members to come on board.</p> <p>The IICs had put in the proposals and made the structural shift of the Grievance Unit, and have developed a list of actions to be taken by the IICs to resolve the issues within the CP. The 2 IICs were asked to speak with the individual CP members who had stepped back and assure them everything is in order and in a position to proceed.</p> <p>There are signs that things are getting back on track with the Grievance Unit under the IICs at the moment, and for CP functionality to come back.</p> <p>The CP Co-chairs will meet with CP members in a private meeting to see their position now that the Grievance Unit is restructured and whether that delivers to intended independence. Think it will be positive. Will also propose to the CP members to meet twice in December to catch up on CP business. The CP co-chairs are more positive now.</p> <p>For greater transparency, if there is no outcome, CP Co-Chairs to email to the BoG in the next 2 weeks if it is not resolved.</p> <p>The CP members and Co-Chairs were thanked by the BoG Co-Chairs for their commitment and hard work.</p> <p><u>CAP Review</u>: ToR draft is with AH for his review. There needs to be a review of the entire grievance mechanism and not just the CAP. The ToR will be re-written in response to the comments provided to the draft ToR. It was requested that this be given new energy.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. CP Co-chairs to email to BoG if there is no outcome and things are not resolved in the next 2 weeks. 2. CP update to provide figures and examples of cases closed and remedied. 3. Grievance Unit staffing level and Head of Grievance recruitment to be followed up by RemCom/IICs. 4. CP Co-Chair Report to include CP Updates on critical issues as well as case statistics going forward. 	<p>} CP Co-Chairs } } RemCom/ Secretariat CP Co-Chairs</p>
10.0	<p><u>Human Rights/Labour Session</u></p> <p>Presentations pack circulated and available in Supplementary Pre-read.</p> <ul style="list-style-type: none"> ● NM: Introduction (English text available in Supplementary Pre-read) ● Amalia Alam, CNV/Astrid Puspitasari, Sawit Watch: Indonesia context ● Maurice van Beers, CNV: Latam context ● Lanash Tande: SEPA: Malaysia context 	

	<p>PW: A follow-up in-depth discussion will be scheduled at the end January 2022 with HRWG, ASC, CP, BoG, and Secretariat; what is ongoing, what are the lessons, and the recommendations moving forward.</p> <p>This was followed by a short discussion and summarized by PW as follow:</p> <ul style="list-style-type: none"> ● It's agreed around the table that it is a very mixed bag. From the presentations, it is good to categorize and emphasize there is a large group of RSPO certified companies who do very well, 2 examples were given in the Malaysian presentation. ● Making a plea for risk-oriented auditing. Where are the real risks, surface these? Having a stronger audit, social auditing is absolutely a need but at the same time capacity building. Where can we support growers, where can we support workers, groups, unions, self-reporting audits, we need a mixture of instruments? ● With the Secretariat and ASC, we are discussing what are the additional instruments RSPO can bring to the field for lack of physical field visits. ● In regard to standards, the proper discussion had been dedicated to and need much more emphasis on guidance. We have categories of RSPO members who are doing quite well, we also have categories who are in the grey zone and those in a mess. ● Another point, as an RSPO community, we are privileged we have the speakers who represent organizations that are members of RSPO and support RSPO in its mission. One key issue is that the pandemic has not been very helpful ● Let's take confidence from these presentations and agree that new answers are needed and take the next steps with the Secretariat and the experts and part of the RSPO community, look for the next session in January and agree with Secretariat on the timing, bring it back to the Board and follow-through. Where are the risk areas, the bottlenecks, where can we learn from very good examples? <p>CBN thanks the presenters for their time and good luck to their work in the field on behalf of the BoG.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. A request to share more details of the Malaysian presentation to the Board. 2. A follow-up in-depth discussion to be scheduled in January 2022 with HRWG, ASC, CP, BoG and Secretariat. 	<p>} Secretariat }</p>
11.0	<p>AOB</p> <ol style="list-style-type: none"> 1. P&C Review Update: The SSC only meeting on 25 Nov. After the meeting will finalize the ToR and scope. As there is a need to start things moving and establish the TF early in the year, will give an update to the BoG by email to seek BoG endorsement so that work can progress. 	

	Actions: 1. P&C Review: ToR and Scope update emailed to BoG to enable work to be carried on.	IIC
12.0	Meeting adjourned at 8.00 pm (GMT +8).	