

MINUTES OF MEETING OF RSPO
1st RSPO CTF 2 MEETING

Date: 12 September 2019
Start time: 9.00 am to 5.30 pm
Venue: Aloft Hotel, Kuala Lumpur

Attendance:

<u>Members and Alternates</u>	<u>RSPO Secretariat</u>
1. Harjinder Kler (HUTAN)	1. Khing Su Li
2. Lee Swee Yin (Sime Darby Plantations)	2. Hazman Naim
3. Ambang Wijjang (GAR)	3. Alicia Khor
4. Anne Rosenbarger (WRI)	
5. Arnina Hussin (Sime Darby Plantations)	
6. Chin Sing Yun (WILMAR)	
7. Dr. Gan Liang Tiong (Musim Mas)	
8. Erlangga Muhammad (FFI)	
9. Fanny Roussel (SIPEF)	
10. Ginny Ng (WILMAR)	
11. Laila Wilfred (OLAM)	
12. Lanash Thanda (SEPA)	
13. Lim Sian Choo (Bumitama)	
14. Martin Mach (BGA)	
15. Michael Guindon (ZSL)	
16. Michelle Disilets (OLT)	
17. Tahirah Banu (WWF- MY)	
<u>Absent with Apologies</u>	
18. Audrey Lee (OLAM)	
19. Benjamin Loh (WWF)	
20. Bukti Bagja (WRI)	
21. Cahyo Nugroho (FFI)	
22. Edrin Moss (Wilmar)	
23. Gotz Martin (GAR)	
24. Marcus Colchester (FPP)	
25. Patrick Anderson (FPP)	
26. Pedro Cerrate (Femexpalma)	

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No	Description	Action points	Progress
1.0	<p><u>Opening Remarks</u> Lee Swee Yin (SDP) welcomed everyone to the 1st CTF 2 meeting, and re-iterated the purpose of the CTF 2 meeting was to review and update the RaCP document to align with the RSPO P&C (2018) 7.12, whereby,</p> <p>7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p> <p>7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p>		
	<p><u>Election of co-chairs</u> Both Harjinder Kler (HUTAN) and Lee Swee Yin (Sime Darby Plantations) volunteered to be co-chair the CTF2, if there were no other nominations.</p> <p>There being no objections, the CTF2 agreed to the appointment of HUTAN and SDP as the co-chairs of CTF2.</p>		
2.0	<p><u>Code of conduct for CTF2</u> The code of conduct has been adapted from the Code of Conduct (CoC) of the CTF.</p> <p>The following were discussed and clarified for the CoC:</p> <p>i. Participation of experts and invited person(s): The CTF 2 would extend invitation to the identified experts and/or person(s) for specific parts of the discussion where relevant, rather than the entire meeting. Other person(s) may only join the meetings if invited by the RSPO Secretariat and with CTF2's agreement.</p> <p>On the consideration that the discussions would be technical in nature, some discussions may be confusing to observers who may interrupt in the discussions. Therefore, the meeting would be closed to observers. The minutes of the meeting would be published for public.</p> <p>ii. Conflict of interest: Members or invited experts who have been privy into the discussions shall not use their position on the CTF 2 and/or information obtained to obtain monetary gain or bid for any projects commissioned by the CTF 2 directly or indirectly through organization with whom they are associated. For the duration of the CTF 2 and/or until the revised guidelines is published, members or invited experts (including the organisations that the experts are attached to) who observe the discussions on developing project ToRs will not be allowed to tender, and/or participate in the tender evaluation/selection processes.</p> <p>iii. Confidentiality: Members must respect and maintain the confidentiality of the information gained / submitted / obtained / shared / revealed /becomes privy to by virtue of membership in the CTF 2.</p>		

	<p>This includes information in tangible or intangible form, orally or in writing, wherever and whenever made in furtherance of the CTF 2's Terms of Reference.</p> <p>iv. The CoC is legally binding on the individual. Only the nominated substantive and/or alternate may attend the meeting. In the event that the individual leaves his/her organisation, the CoC is still binding until the information is made public.</p>		
3.0	<p>CTF2 representation There are still vacancies for Financial Institutions and CGM. The following were considered:</p> <p>a) Financial Institutions Potential candidates – FIs on the Complaints Panel, Credit Suisse (currently on the Shared Responsibility Taskforce), HSBC</p> <p>b) Consumer Goods Manufacturer Potential candidates – PepsiCo</p> <p>c) Smallholders Potential candidates – to refer to the Smallholder Unit (Ashwin Selvaraj) for recommendations. John Clendon (Univanich) may also be considered.</p> <p>d) List of invited experts CTF2 may extend invitation to experts who have the relevant technical knowledge and/or expertise to participate in the specific discussions and contribute. The invited experts do not partake in any decision-making processes.</p> <p>A separate list would be created to maintain a register of potential parties for CTF2 discussions.</p> <p>There is no monetary remuneration for the external experts. Therefore, the CTF2 would need to check if these experts are able to provide the time commitment (at least for one year) to contribute to the discussions.</p> <p>Additionally, it was also discussed and agreed that due to CoI, the experts invited to the CTF2 discussions are not allowed to tender for any consultancies or work commissioned by CTF2. If the expert is invited based on organisational representation, the organisation shall not tender for any studies / consultancies commissioned by the CTF2.</p> <p>If at any point in time, the CTF2 invites GIS analysts who are conducting the LUCA reviews for RaCP, it would be made clear that it is only for inputs. Considering the limited pool of LUCA reviewers who are well versed in RaCP requirements, the LUCA reviewers may continue with LUCA review assignments.</p> <p>Should there be issues, which overlap with other supporting bodies, advice and guidance to be sought from the relevant WGs/TFs. Case in point is that should there be any questions on peat and its classification, the questions are to be listed and referred to PLWG.</p> <p>Only the CTF2 members (who are also RSPO members) have the decision-making mandate.</p>	<p>RSPO Secretariat to reach out to FIs, CGMs, and the Smallholder Unit for nominations</p> <p>RSPO Secretariat to provide the information on the role of experts prior to the invitation.</p> <p>Relevant clause included in the CoC.</p>	<p>Yayasan Setara Jambi and Solidaridad Africa have agreed to participate Compensation Task Force 2, looking specifically at the RaCP for ISH.</p>

	<p>e) Growers It was agreed that Bumitama and GAR would hold separate seats in the CTF2.</p>		
4.0	<p><u>Timeline and workplan for CTF 2</u></p> <p>The proposed timeline is appended. Considering that there may be major changes, two public consultations have been accounted for. The timelines and activities may subject to some changes but the target is to develop a final document for endorsement in November 2020.</p> <p>Items to be revisited and to be considered in the CTF2 The following are amongst the key items to be discussed and clarified by CTF 2:</p> <ul style="list-style-type: none"> • RaCP for ISH • Acquisition and transfer of liability • Transboundary compensation projects • Peat classification • Variations in ecosystems – regional differences and ecosystem types • Linking to HCSA proxies • Gaps in the LUCA methodology <p>There were suggestions to set up technical groups within the CTF 2 to enable targeted and focused discussions. These would be comprised of sub-groups and invited experts.</p>		<p>The RSPO Secretariat has collated some feedback from GIS analysts on the LUCA methodology.</p> <p>To establish the technical groups and assign topics.</p>
5.0	<p><u>Terms of Reference for Facilitator</u></p> <p>The co-chairs have proposed the need to identify and engage a facilitator to ensure that the development of the document is on track for the targeted date of November 2020. The duration for which the facilitator would be required is from February to August 2020. Potential candidates have been suggested – Karen Edwards, Bilge Daldeniz (Proforest) and Aimee Russillo (LiSeed Consulting), Neil Judd (Proforest)</p> <p>The CTF2 have also proposed that RSPO Secretariat to consider contracting to a 3rd party / consultant to map out the elements required by the new P&C (2018).</p>		
17.0	<p><u>Remediation and Compensation Procedures (RaCP)</u></p> <p>a) Independent evaluations of compensation projects after 5 years</p> <p>The RaCP (2015) guidance stipulate an independent external evaluation of compensation projects at the end of 5 years. The aims of the evaluation are:</p> <ul style="list-style-type: none"> • Review objectives and outcomes • Review if the project is implemented accordingly • Provide recommendations for improvements • Report back to RSPO if a project is on track or otherwise <p>The CTF has approved 2 compensation plans during the initial stage implementation of RaCP i.e. Musim Mas and SIPEF. Both projects are into the 5th year and are on track for the independent external review. A draft ToR for the independent evaluations to be prepared. It was also agreed that the first independent review would be for Musim</p>		

	<p>Mas' compensation project and that the costs would be borne by RSPO and Musim Mas, whereby:</p> <ul style="list-style-type: none"> • RSPO to bear the cost of consultancy and flight • Musim Mas to share the cost of ground travel, logistics and accommodation during the evaluation. <p>The results would feedback into the CTF2 discussions.</p>	ToR to be finalised	RSPO to look into the engagement of the evaluation after RT17.
18.0	<p>Draft zeros</p> <p>The CTF2 has identified major elements for revision into the RaCP (2015) document and the LUCA guidance (2017).</p> <p>The RSPO Secretariat to seek feedback from GIS specialists or LUCA reviewers.</p>		
19.0	<p>Closing remarks</p> <p>The next meeting to be targeted for November 2019. There being no other matters, the co-chairs thanked everyone for the participation.</p>		

**1st RSPO Compensation Task Force (CTF) II Meeting
12 September 2019
Aloft Hotel, Kuala Lumpur**

No	Name	Organisation	Signature
1.	Lanash Thanda	SEPA	
2.	Ginny Ng	WILMAR	
3.	Chin Sing Yun	WILMAR	
4.	Laila	Olam	
5.	Lim Siau Choo	Burnitama	
6.	Gan Lian Tiay	Musim Mas	
7.	Erlangga Muhammad	FPI	
8.	Angani Wijaya	CAR	
9.	Michelle Desilets	CLT	
10.	FANNY ROUSSEL	SIRFF	
11.	MICHAEL GUINDON	ZSL	
12.	Martin Mach	BGA	
13.	Amina Hussin	SDP	
14.	TAHIRAH BAWI	WWF-MY	
15.	Harjinder Kler	HUTAO	
16.	Lee Swee Yin	ODP	
17.	Anne Rosenbarg	WRI	

