

Minutes of HRWG Meeting

27th June 2018

Le Meridien Etoile

Paris

Attendance:

Name	Organisation	Status
Co-Chairs:- Madeleine Brassier (MB) Alexandra Experton (AE)	Oxfam Novib Cargill	Co-Chair Co-Chair
Members:- Daryll Delgado (DD) Marcus Colchester (MC) Rashyid Redza (RR) Tulio Dias (TD) Lim Sian Choo (SC) Charlene Lin (CL) Rachel Cowburn (RC) Maaten Biermens (MBS)	Verite FPP Sime Darby Agropalma Bumitama Mars Unilever Rabobank	
Secretariat: Kamini Visvanathan (KV)		

No.	Description	Main Discussion Points	Action Items	Progress Updates
27 th June 2018 (Wednesday)				
1.	Welcome and introduction	<ul style="list-style-type: none"> - 1st physical meeting of the year. - There was a quick round of introduction to welcome those who are attending for the first time. 		
2.	Updates	Membership <ul style="list-style-type: none"> • The importance of effective and transparent communication was discussed 		

		<ul style="list-style-type: none"> ToR for the WG, particularly membership, to be reviewed. Agreement to two physical meetings per year with members able to join remotely. In order to drive action, activity/inactivity of individual members to be discussed at the November meeting. <p>Leadership</p> <ul style="list-style-type: none"> It was acknowledged that there has not been a change of membership. Group agreed that nominations are made for potential chairs of the group and WG will vote at the next meeting. Nominations to be sent in by the 2nd week of October <p>Minutes of Meetings:</p> <ul style="list-style-type: none"> Minutes to be more succinct and capture specific points. <p>Review of HRWG Terms of Reference (TOR):</p> <ul style="list-style-type: none"> TOR to be reviewed to see if amendment is necessary or not. Co-chairs shall make a first round of review. Group will then be sent reviewed ToR for their comments. 	KV to send out reminder to everyone to review	
3.	KV Update	<p>Updates were given in relation to:-</p> <ul style="list-style-type: none"> Restructuring of the Secretariat Budgeted activities for 2018/2019 		
4.	DD Update on Labour Task Force	<p>Training of CBs</p> <ul style="list-style-type: none"> Skill training was conducted for CBs in KL for Indonesian and KL CBs. Verite will follow up on proposal moving forward with this agenda. <p>Training of Trainers (ToT) in Indonesia</p> <ul style="list-style-type: none"> ToT took place in April in Samarinda, Kalimantan in collaboration with local NGOs. LTF provided input to the training design and funded it. Intention is to replicate something like this for the Malaysian workers too however, the local considerations need to be taken into account. <p>Decent Living Wages (DLW):</p>		

		<ul style="list-style-type: none"> • A study was commissioned to recommend the best methodology for calculating DLW in the palm oil sector. Recommendation was to adopt the GLWC methodology. This recommendation is supported by the LTF. • Implementation of the same to be considered and recommended to the P&C TF <p>Action Point: HRWG to submit a proposal to include the methodology into the P&C and have a guidance done in parallel for the benchmarking.</p> <p>ASI Social Auditing Protocol</p> <ul style="list-style-type: none"> • LTF to be consulted on this document to ensure common understanding. • Capacity building will be based on the developed protocol. <p>Engagement with Latam & Africa:</p> <ul style="list-style-type: none"> • A view on the regions and a follow through with activities needed. <p>Capacity Building for Growers:</p> <ul style="list-style-type: none"> • Training needs survey has been conducted by the Secretariat • Next Step: Draw out Key issues so strategic thinking and then see the need to engage with external organisations. <p>LTF only has 9 months left in its mandate. Need to look at what can be delivered in terms of resources. Idea is that we leave with tools or systems that has can be embedded into the system.</p>		
5.	HRD Policy	<ul style="list-style-type: none"> • A historical account was provided by MC. • The policy was presented to the BoG today. Key concerns came from the Financial Institutions. Suggestion was to consult with the FIs. Further action may need to be taken based on the outcome of the BoG's discussions. • MBS agreed to participate in the discussions moving forward <p>Action Point:</p> <ul style="list-style-type: none"> • Secretariat via KV to share the relevant minutes of the BoG Meeting as soon as possible. • KV to send the last round of documents on the policy to everyone for their understanding. • Tentative virtual meeting in 1st and 2nd august. 		

6.	Strategy Planning and linking the Work of the HRWG to the TOC	<ul style="list-style-type: none"> • Discussion on how does/can the WG contribute to the intermediate outcome of the Theory of Change and how can do we measure progress was discussed. • Suggestion: to have a strategy for Human Rights. • Mapping exercise was done in the group to set expectations for 1, 5 and 10 years accordingly (results are annexed in the spreadsheet). • Co-chairs undertook to compile and a workplan can be ironed out in the next physical meeting. • WG members was asked to consider what they can do to contribute personally and on what activities they would like to take the lead on. <p>Action Point:</p> <ul style="list-style-type: none"> • Co-Chairs will collate the input • Secretariat to start looking at engaging consultant to help the WG come up with the HR Framework for the RSPO. 		
7	AOB	<p>MBS:</p> <p>Dutch banking system:</p> <ul style="list-style-type: none"> • Dutch banking agreement tries to better incorporate adherence to human rights in value chains. • Mapping of the value chain has been done and should be published soon. MBS will share the same with the group. • This report will help us identify salient human rights issues in the whole sector. 		
8	Activities	<p>Assurance Task Force:</p> <ul style="list-style-type: none"> • Need to link our work more closely with the ATF as there are deliverables from the ATF linked to the HRWG • WG agreed to follow up on the deliverables of the ATF which have linkages to the human rights. • Secretariat was asked to provide the reports which were commissioned by Oxfam and done by Verite prior to this to ASI to use as reference material. • Secretariat to follow up on timelines and to make sure that this is done without any further delays. • Agreed to revisit the decoupling topic <p>Social Auditing Protocol: DD & MB to be point persons for monitoring this project</p>	Done	

		<p>FPIC: MC to monitor</p> <ul style="list-style-type: none"> • Training ...KV to put up the call for proposals by July • Module for general use to be developed. • Outreach working group: training done for governments in Africa. • Review FPIC guide post endorsement of P&C <p>P&C</p> <ul style="list-style-type: none"> • Mapping based on new P&C on what the Gaps are and how this WG can provide guidelines to address these gaps. • This shall be done after the endorsement of the P&C from November to February. <p>Gender MB to monitor</p> <ul style="list-style-type: none"> • Gender Equality Practical Guide for growers to integrate (share and feedback by October) • MB to send this out for comments to the WG and everyone to provide feedback by October. <ul style="list-style-type: none"> • Next meeting 16th November in Kota Kinabalu 16th (or 15th) November 2018 • Morning • ½ day 		
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