

Minutes of HRWG Meeting

16th November 2018

The Magellan Sutera Resort, Kota Kinabalu

Time: 1:30pm to 5:00pm

Attendance:

Name	Organisation	Status
Co-Chairs:-		
Madeleine Brasser (MB)	Oxfam Novib	Co-Chair
Perpetua George (PG) (<i>interim</i>)	Wilmar	Co-Chair
<u>Members:-</u>		
Lim Sian Choo (LSC)	Bumitama	Substantive Member
Carolyn Lim (CL)	Musim Mas	Substantive Member
Claudine Musitelli (CM)	Unilever	Alternate Member
Lee Kuan Yee (LKY)	KLK	Substantive Member
Marcus Colchester (MC)	FPP	Substantive Member
Daryll Delgado (DD)	Verite	Substantive Member
Yau Woon Lee (YWL)	Neste	Alternate Member
Adrian Suharto (AS)	Neste	Substantive Member
Noor Izlin Adrina (NIA)	Sime Darby	Alternate Member
Tulio Dias (TD)	Agropalma	Substantive Member
Observer:		
Rebecca Armson	Goodhope	
Secretariat:		
Kamini Visvananthan (KV)		
Prasad Vijaya Segaran (PVS)		

No.	Description	Main Discussion Points	Action Items	Progress Updates
16 th November 2018 (Friday)				
1.	Welcome and brief introduction	<ul style="list-style-type: none"> ● Welcome and Introduction: all participants of the meeting were asked to mention their name, organisation and one urgent topic which needs to be addressed pertaining to human rights which came up from the week. ● Summary of observations: <ul style="list-style-type: none"> - Quality of audits (social) is really low. Most audits aren't looking at labour or FPIC and very little on the implementation of HCV; - Quality of assessments which are coming up from the HCV/HCSA assessments predicted to be weak on social aspects which is especially important in the light of much more extensive set asides for conservation and the need for stronger provisions on local food security. There is a concern that assessors need training on this issue or else ALS will fail all assessors and the new P&C will not be implementable; - implementation of the standards on the ground; - Capacity of auditors needs to be strengthened; - Living wage implementation. Need concrete plans from RSPO and the labour TF/WG; - Implementation on elements of shared responsibility; what does it mean? - This WG has a role in pushing the RSPO to do the right thing. We need to pilot the P&C so that we will know how the auditability is, in different geographies as well as with different stakeholder groups. We can use the piloting as a learning step so that the tools and training are relevant and we are not wasting resources. - Within the Complaints Penal (CP) there is a rise in labour related complaints and this is prior to 2018 P&C being implemented. That means that the 2013 P&C was not fully understood or embraced. 		

		<ul style="list-style-type: none"> - Human Rights Defenders (HRDs) procedure and SOPs are not fully ready. Work still needs to be done there. - To affirm P&C smallholder definition vis-a-vis ‘applicability’ of SHIG proposals as if inclusion is over-generous then land grabbing etc may intensify. - A proper framework on Human Rights is needed to ensure implementation. ● PG informed the group that she is holding the co-chair role in the interim until AE returns from maternity holidays. ● CM: informed the group that she and Rachel from Unilever will both represent Unilever at the HRWG. ● Leadership: <ul style="list-style-type: none"> - For the NGO chair, MB was nominated to remain as chair and there were no objections to the same. MB also accepted the role. - AE has been nominated to remain as chair for the corporate sector. However, as she is not present to speak for herself, the WG decided to put on hold this discussion and proceed as status quo. This discussion will be revisited once AE is back. ● As we go into discussion, we will reflect issues brought up and agree who will look into doing what and what is going to be the plan for next year. 		
2.	<p>Taskforce Structure & Membership Discussion:</p> <p>- Decision on Taskforce split</p>	<p>Task Force/Sub-group Structure:</p> <ul style="list-style-type: none"> ● Concerns about labour is increasing. Decision is needed to spin off the Labour Task Force as its own Working Group (LWG). The rationale is that the work is specific and therefore more attention is needed on the same. ● Although there is a LTF now, it has completed 70% of the work it was intended for. However, new issues (e.g Living Wage) have 		

<p>- Membership Matters and Administrative Issues</p>	<p>cropped up which are specific. A LWG would not have a timeline and would give more mandate than a LTF.</p> <ul style="list-style-type: none"> ● Issues on labour is also not monetary. ● Another way of dealing with the issues would be to develop task forces for the specific areas of concerns and distribute the other work to the HRWG. ● The work may be continuous and the WG also acts as a point of reference. so a structure like a WG will make sure there is continuity otherwise it would be stuck within this group. ● Decision: To form the LWG one of the specific needs would be to work on the Living Wage ● Refine the TORs for both the HRWG and LWG so that the same is compatible and does not overlap. <p>Membership of HRWG</p> <ul style="list-style-type: none"> ● The updated membership list was projected for the group to see. ● Move Neste to CGM category. Musim Mas has also moved to Processors and Traders. ● Bunge/IOI membership needs to be clarified by the WG. ● Need to bring retailers in as their participation is important for commensurate effort. ● Action Point: come up with list and the WG members will approach one or two a person. ● With the new P&C, important to have ENGOs present too. Jessica Furmanski (former WWF and member of HRWG) is now in Conservation International. Will approach her to see if she is still keen. ● There was a discussion on membership and extending the invitation to non-members to sit in as observers. Decision was to maintain that meeting is opened to members of the WG as there was no consensus on having observers. ● RA's participation was confirmed as a member. 	<p>DD, PG and CM will assist in the developing of the LWG ToR KV to assist MB in reviewing the HRWG ToR</p> <p>Secretariat will prepare the list and share it with WG</p>	<p>KV had a discussion with Jaideep of Bunge on 5.12.2018 where it was agreed that Bunge will continue to hold the membership and IOI shall be considered for membership in the LWG when formed.</p>
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3.	Update on HRD and Workplan for HRD Task Force	<p>MC</p> <ul style="list-style-type: none"> Gave an overview of the process leading up to endorsement and raised the following questions relating to implementation:- <ol style="list-style-type: none"> Who in the IMU is being tasked to handle this process? Is the hotline up and running? What are the next steps? Have we clarified the methods for firewalling to ensure anonymity when complaints come in? Advertising the availability to the concerned parties in engaging the IMOs? Translating and disseminating the new policy Reminder to the members on the requirement that they adopt or incorporate into their existing policy? Taking forward the offer from the investors to make this shared responsibility. There is a need to link to the shared responsibility working group. Recruitment of 'Roster of experts': Candidates have asked for ToR and clarity of what their roles are? Oversight mechanism, should an advisory group be created? The Structure requires a 2 way communication with the CP. The firewalling needs to be looked into. Clarity on language, the calls or concerns which come in are technically not complaints. What is the monitoring system in place? <ul style="list-style-type: none"> PVS presented what are the steps that the Secretariat has taken since endorsement of the policy. (attach slides) DD: Will share a study on hotlines for workers communication. Suggested: Before piloting, a testing is done. Based on experience running hotlines in plantation, we may not get as many concerns raised because it is new. In time, the numbers will rise. 	<p>Led by BT, implemented by Masitah & Rudy</p> <p>Hotline System also in the process of finalisation</p> <p>Translation already requested.</p> <p>LSC to engage with investors on playing their part.</p> <p>Outreach to 'experts' in the process. Secretariat to share list of experts with WG</p> <p>No consensus reached on advisory group</p>	

		<p>Action Point:</p> <ol style="list-style-type: none"> 1. ToR for engagement of experts 2. Plan on Communication of the policy to members (includes brochure, translation, memo on obligation for each stakeholder,) 3. Implementation guide after system is ready. <p>WG will review in June 2019 and December 2019 on progress.</p>	<p>Secretariat with review from Sub-group</p> <p>Secretariat to share expert tracker and M&E plan.</p>	
<p>4.</p>	<p>Existing Work Streams and Activities:</p> <p>Gender Deliverables for Principles & Criteria 2018</p> <p>Current Activities & Status of Deliveries</p>	<p>Existing Workstreams:</p> <ul style="list-style-type: none"> ● Current Workstreams:- <ul style="list-style-type: none"> - Social Auditing (SA) - Gender - FPIC - HRD - LTF ● Labour will be elevated to a WG, so we can now focus on SA, FPIC, Gender and HRD. ● Gender (See PPT attached): <ul style="list-style-type: none"> - Practical Guidance is needed for the growers’ perspective. MB has developed the guidance but needs the group to see if the needs are met. - Development of guidance also needed for other sectors, communities, smallholders and workers. - In developing training, need to ensure that there is a space for smallholders and workers too. - Social Auditing: the gender dimension needs to be looked at. - Lead Auditors courses. To check if the Social Auditing Component is present and to require that the curriculum of the training providers reflect this. 		

		<ul style="list-style-type: none"> - Dimensions need to be built on for community and smallholders. - Sub-group needs to be formed: The commitment would be 6 weekly calls to keep momentum and good representation. - At the outset, the following organisations have volunteered to be part of this sub-group:- <ul style="list-style-type: none"> - Agropalma - Goodhope - Unilever (CM will confirm after internal discussion) - Bumitama - Verite - Oxfam - Wilmar ● FPIC <ul style="list-style-type: none"> - KV Presented on ongoing activities and where we are (see slides attached). - Progress of FPIC related action steps to ensure delivery of FPIC is more structured; discussions with FPP; 1st phase to develop training modules which can be used by all stakeholders which is to be piloted in 3 regions, beginning with Latin America, following the other 2 regions in 2019 - 2020. - FPP has provided a proposal to include a final paper on lessons learned. - INA FPIC guide already completed and there was a request for it to be endorsed during this meeting. Proposal from KV for it to be endorsed by the FPIC sub group. Indonesian Task Force should convene if need be, however, the guide still needs to be endorsed by the WG. - Marcus noted that FPIC Guide for Members needs substantial rewriting in line with the new P&C and the new sequencing and numbering system. 	<p>KV to come up with a list of activities to focus with expected budget and share with group.</p>	<p>This has been done and shared with the co-chairs and sub-group leads</p>
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5.	AOB	<ul style="list-style-type: none"> ● As EURT will most likely not take place this year, suggest that the next face to face meeting happens in either April or June ● Secretariat to send Doodle poll to see availability of members. ● Note to Secretariat: During the next RT, make sure meeting is done before the RT and not after. 	Doodle poll to be sent to check availability of members.	