

Minutes of the 6th Labour Task Force Meeting
14th May 2019 (9:00am – 4:30pm)
Aloft Hotel, KL Sentral

Attendance: Name	Organisation	Status
Secretariat:		
1. Kamini Visvanathan (KV)	RSPO Secretariat	
2. Prasad Vijaya Segaran (PVS)	RSPO Secretariat	
3. Monisha Mohandas (MM)	RSPO Secretariat	
Members:		
4. Daryll Delgado (DD)	Verite South East Asia	
5. Ruben E.S. Siregar (RS)	OPPUK	
6. Christopher Chong (CC)	Wild Asia	
7. Alex Experton (AE)	Cargill	
8. Zidane	Sawit Watch	
9. Charlene Lin (CL)	MARS	
10. Claudine Musitelli (CM)	Unilever	
11. Carolyn Lim (CL)	Musim Mas	
12. Perpetua George (PG)	Wilmar	

No.	Description	Main Discussion Points	Action Items
14 th May 2019			
1.	Discussion before starting the meeting	<ul style="list-style-type: none"> - Round of Introductions - Minutes of previous meeting which was held on 29.01.2019 was confirmed 	
2.	Progress Updates	<ul style="list-style-type: none"> - Links to relevant courses on RSPO website - Human Rights and Social Standards website is now available: https://www.rspo.org/human-rights-and-social-standards 	

		<ul style="list-style-type: none"> - Resource Hub (tab within the Human Rights page) available for relevant Human Rights and Labour related documents, links, guidance, toolkits, etc. - Social Auditing Protocol <ul style="list-style-type: none"> - First draft has been completed by ASI - Comments have been received by CBs - LRWG Formation <ul style="list-style-type: none"> - Terms of Reference (ToR) has been drafted by Daryll, Perpertua and Claudine - Decent Living Wage <ul style="list-style-type: none"> - FGD has been carried out in KK, Sabah and Jakarta, Indonesia - Guidance Version 1 has been completed. - Currently in development is the communication materials and strategy - Sustainability College <ul style="list-style-type: none"> - Labour rights – preliminary outline is available - Social Accountability – introductory video is available - Awaiting content for intermediate and advanced topics - Training of trainers 	<p>KV and PVS to check with ASI regarding the status of the draft and to review it. The draft from ASI will be available on 31.05.2019</p> <p>The name of the document needs to be finalised – ‘Protocol’ or ‘Guide’</p> <p>Verite will send the modules to RSPO Secretariat by July 2019.</p>
--	--	---	--

		<ul style="list-style-type: none"> - A training unit has been developed within the Secretariat. - RSPO Roadshows, RSPO Training – Intermediary Level and Webinars have been scheduled. 	
3.	Priorities from May to June 2019	<ul style="list-style-type: none"> - RSPO Grower Trainings <ul style="list-style-type: none"> ● To be done collectively with the Standards Development Team - Engagement with Labour Unions / NGOs <ul style="list-style-type: none"> ● For Indonesia, Malaysia and Rest of World - Decent Living Wage <ul style="list-style-type: none"> ● Implementation guides ● Training ● Benchmarking ● Method of communication – infographic video - Formation of Labour Rights Working Group 	
4.	Decent Living Wage discussion	<ul style="list-style-type: none"> - Developing DLW Guidance: <ul style="list-style-type: none"> ● It should be stated clearly in the document that if your Nett Living Wage is more than the mentioned benchmark, you do not need to conduct further calculations. ● If the Nett Living Wage is lesser compared to the one mentioned in the DLW guidance, then evidence must be shown during the CB audit to justify the lesser amount. ● What does assured bonus mean? – state clearly in guidance ● Government level compulsory savings – is it calculated in the savings component? 	<p>MM to visit Wilmar to discuss the backward calculation of DLW.</p> <p>RSPO Secretariat to improve the NFNH section in the DLW guidance and include a section that mentions the threshold of the DLW guidance document (no forced labour, illegal labour).</p>

		<ul style="list-style-type: none"> ● Does the DLW have to be calculated individually or on an average for the workers in the company? ● How should housing cost be derived – provide details? <p>- Implementation of the DLW Guidance:</p> <ul style="list-style-type: none"> ● Alignment of the DLW guidance with the CB’s expectations needs to be done before the full implementation. ● Documents which need to be shown to the CB during audit should clearly be mentioned. <p>- Create a 3-step approach for the DLW guidance:</p> <ul style="list-style-type: none"> ● Step 1: Do your company’s wages meet the DLW benchmark? ● Step 2: If it doesn’t, what are the gaps and how do you reach it? ● Step 3: How do you implement DLW? ● Perpetua, Charlene Lim, Claudine will be the go-to people regarding working on the 3-step approach. <p>- Feedback from FGD’s:</p> <ul style="list-style-type: none"> ● In Indonesia: <ul style="list-style-type: none"> ● Very well received as it applies to the KHL but only issue is KHL covers an individual but DLW covers a family. ● May cause discrimination between different cultural/indigenous groups. ● In Malaysia: <ul style="list-style-type: none"> ● Productive discussion and they were happy with the explanation. ● Just more clarity needed on the document. <p>- Feedback from MYNI:</p>	<p>Templates and models for calculation will be developed by the Secretariat with assistance from members of the LTF.</p> <p>KV with CL, CM and PG to work on the 3-step approach process and create an implementation guide template.</p>
--	--	---	--

		<ul style="list-style-type: none"> ● Main issue is regarding calculating the cost for migrant workers. ● How was the 5% decided for unexpected events? <ul style="list-style-type: none"> - Wild Asia is interested in holding a workshop for growers on DLW in Sabah for Small holders. Will touch base with Secretariat for resources - The LTF agrees that for migrant workers the cost of living will be based on the country the migrant worker is working in and not their hometown thereby affirming the methodology. - The LTF agrees that recruitment fees should not be included in the DLW calculations. - The end goal is to create a calculator application that can be used by members to calculate decent living wage. 	Wild Asia will liaise with KV on the workshop.
5.	Governance Review	<ul style="list-style-type: none"> - Purpose of restructure: <ul style="list-style-type: none"> ● Maintain basic rationale of standing committees ● Strengthen committee links to the BoG ● Clear division of responsibilities ● Align the committee structure with the TOC ● More efficient and effective processes, using staff and volunteer time effectively 	
6.	Formation of Labour Rights Working Group	<ul style="list-style-type: none"> - ToR: <ul style="list-style-type: none"> ● Used the same template as the HRWG ● Clause has been added: If there are too many members from the same membership category, candidates with the best experience in labour rights will be selected. - Points to note: 	DD, PG, CM: Due Diligence and parameters for the Standing Committee needs to be mentioned.

		<ul style="list-style-type: none"> ● If a member has an ongoing complaints case, should they still be allowed to be members of the LRWG (before the formation of the group and during meetings)? ● Changes to be made in ToR are in the form of suggestion edits and comments in the Google document. ● Time frame of the Working Group needs to be mentioned in the ToR which is 2 years. <p>- Timeframe for ToR process:</p> <ul style="list-style-type: none"> ● Document to be shared with TF members on 15th May 2019. ● TF members to provide feedback by 21st May 2019. ● Document to be cleaned up by 27th May 2019. ● Final ToR document to be sent to BoG by 28th May 2019. 	<p>Rewording for 2.2 and 2.3 section needs to be done.</p> <ul style="list-style-type: none"> - Developing recommendations based on social audit - Developing training
7.	Independent Smallholder Standard (ISH)	<ul style="list-style-type: none"> - Principle 3: Respect human rights, including worker’s rights and conditions <ul style="list-style-type: none"> ● Comments and feedback - Principle 1: Optimise productivity, efficiency, positive impacts and resilience <ul style="list-style-type: none"> ● Comments: <ul style="list-style-type: none"> ▪ The declaration signed in 1.2 E does not correspond to 1.2 MS A and 1.2 MS B. 	
	Closing	<ul style="list-style-type: none"> -The objectives of the Labour Task Force meeting set during the formation of this task force was achieved. - The LTF group was finally closed. - Meeting was adjourned. 	