

## Summary of SRWG Onboarding Call

The Shared Responsibility Working Group (SRWG) onboarding call (first teleconference meeting) was opened at 6PM (MYT), May 14, 2020 by the meeting chair, Oi Soo Chin, the SRWG RSPO Liaison. The call was attended by the SRWG Members, RSPO Liaison and Technical Facilitators, and achieved 100% representation of all membership sectors.

The objectives of the call were outlined followed by a round of introductions by all SRWG Members. Each member was also asked “what they expect to achieve from Shared Responsibility (SR) and SRWG”. The SRWG Members bring a diversity of experiences in RSPO task forces and working groups, viewpoints from different regions and stakeholders. Overall, the SRWG Members’ objective is to develop a practical solution that would drive Shared Responsibility across all membership sectors towards making sustainable palm oil the norm. This includes how to turn the ‘SRTF Shared Responsibility and Implementation’ document into concrete actions.

The background of SR was presented briefly to the attendees, highlighting an aim of SR is inclusivity and to not create barriers for new members. This includes how the RSPO Theory of Change (ToR) is linked to SR, how the Shared Responsibility Task Force (SRTF) came along, and how the ‘SRTF Shared Responsibility and Implementation’ document was developed.

To ensure the SRWG Members are on the same page and have transparent governance and accountability, the SRWG Members were given a detailed explanation on the objectives and reporting process of the SRWG. Over the course of the next year, the SRWG Members will be working with the support of SRWG RSPO Liaison and Technical Facilitators. A detailed work plan was presented to the SRWG Members, which includes an ambitious timeline. Coupled with the uncertainty from the current pandemic, everyone agreed that it is crucial to be flexible and agile during the process, adapting while focusing on the objectives. It is critical that the SRWG Members participate actively and be the ambassadors for the SRWG, the SRWG products and results.

The SRWG Members had some questions about the formation of sub-groups and their given tasks, and the Technical Facilitators addressed all their concerns. The SRWG Members were asked to vote for the date of the next teleconference meeting (first SRWG Meeting) and reminded to submit nominations of SRWG co-chairs and sector specific questions on the ‘SRTF Shared Responsibility and Implementation’ document as Homework.

The meeting was closed at 7.30 PM (MYT).

## MINUTES OF MEETING OF RSPO RSPO Shared Responsibility Working Group (SRWG) Onboarding Call

Date: May 14, 2020 (Thursday)

Time: 6 PM to 7.30 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

### Attendance:

#### SRWG Members (substantive & alternate)

1. Girish Deshpande (GD, P&G)
2. **Natasha Schwarzbach (NS, PepsiCo)**
3. **Ilka Peterson (IP, WWF International)**
4. Harjinder Kler (HK, HUTAN)
5. **Catarina Vivalva (CV, BNP Paribas)**
6. Ghislaine Nadaud (GN, ABN Amro)
7. **Lim Sian Choo (LSC, Bumitama)**
8. **Lee Kuan Yee (LKY, KLK)**
9. Mariama Diallo (MD, SIAT SA)
10. Ian Orell (IO, Sime Darby/ NBPOL)
11. Joshua Lim (JL, Wilmar)
12. **Ben Vreeburg (BV, Bunge)**
13. **Julian Walker-Palin (JWP, RPOG)**
14. **James Whitehead (JW, FPP)**
15. Nursanna Marpaung (NM, HUKATAN)

#### Absent with Apologies

1. Yumie Kawashima (YK, AEON)

*\*\*Note: Names in bold indicate substantive members of SRWG.*

#### Technical Facilitators

1. Bilge Daldeniz (BD, Proforest)
2. Claire Reboah (CR, Proforest)
3. Aimee Russillo (AR, LiSeed Consulting)

#### RSPO Secretariat

1. Oi Soo Chin (OSC)
2. Chung Yee Ling (CYL)

No	Description	Action Points
1.0	<p><b>Welcome Note from RSPO Secretariat</b> OSC welcomed everyone to the SRWG onboarding. She introduced the Secretariat team and the appointed Technical Facilitators to the SRWG Members.</p> <p>OSC informed that the list of SRWG Members is endorsed by the Standard Standing Committee (SSC) in a call earlier today. They are required to submit a signed Code of Conduct.</p>	<ol style="list-style-type: none"> <li>1. SRWG Members are required to review, sign and submit the ToR/ Code of Conduct to the RSPO Secretariat.</li> <li>2. SRWG members to send their involvement in other RSPO workstreams.</li> </ol>
2.0	<p><b>Introduction and Expectation from the SRWG Members</b></p> <p>Technical Facilitators started the presentation with the objective of the Onboarding Call, which is to get everyone on the same page on Shared Responsibility (SR) - Who, What, Why, When, How, and to get to know everyone within the SRWG. They explained that the SRWG Members will spend the next 9 months - 1 year working together on SR Implementation, and it is important to understand the challenges of the other sectors during the process, i.e. What would be acceptable for others, what will work, and to see everyone as a “shared” team on SR.</p> <p>To get to know one another, the SRWG Members were asked to introduce themselves and share their expectations on SR and SRWG. These were captured to be revisited throughout the process.</p> <p>SRWG Members were reminded to send their headshots and bios if they have not shared with Technical Facilitators/ RSPO Liaison earlier. The headshots and bios will be used for internal and external purposes (RSPO SRWG page). These will also be kept in the SRWG Dropbox.</p>	<ol style="list-style-type: none"> <li>1. SRWG Members are encouraged to understand the challenges faced by other sectors while they are working together during the process.</li> <li>2. SRWG Members to submit their headshots and bios.</li> </ol>

3.0

**Background**

Technical Facilitator briefed SRWG members on the background of SR, and how the SRTF was established. They also shared questions and challenges that arose during the process of developing the RSPO BoG endorsed ‘SRTF Shared Responsibility and Implementation’ document (31 of October 2019).

The Members Code of Conduct states that equivalent sustainability standards to the P&Cs will need to be applied to members who are not under the RSPO P&C, i.e. all non-grower membership categories. It took the SRTF almost a year in 2019 to codify what this would mean in terms of concrete requirements.

The SRWG, recently established, will work on the practical implementation of the SR requirements as detailed in the ‘SRTF Shared Responsibility and Implementation’ document.

Technical Facilitators said that there will be a lot of tasks to be done by the SRWG Members in 2020 (Year 1, commenced in May 2020), i.e. guidance, clarifications needed, what does it mean in practical implementations, how to make it equitable, accessible, to all members regardless of the sectors, size and geography. They stated that the reality of the process in Year 1 will be complex and the SRWG Members will expect a lot of touch points from other RSPO workstreams, sometimes needing to step back and check in with others. Also, to consider the uncertainty of the process from the current pandemic.

Technical Facilitators expressed their encouragement at the quality and leadership brought from the SRWG Members. While challenging, as long as everyone focuses on what they are trying to achieve and move forward during the process, it is crucial for the SRWG Members to be flexible and agile at all times.

1. SRWG Members are encouraged to be agile and flexible, always focus on what they are trying to achieve and move forward during the process.

4.0

**Objectives and Process**

The objectives, tasks, process of SRWG and the role of RSPO Secretariat and Technical Facilitators were presented.

The RSPO BoG agreed on Nov 7, 2019 to form a new working group (SRWG) that would carry out the implementations of SR in collaboration with the RSPO Secretariat to meet the ambitious objectives from SR.

Objectives of the SRWG include:

1. Develop a practical implementations of SR requirements
2. Develop a monitoring plan and review the implementations of SR to make adjustments and recommendations
3. Review the progress on SR requirements annually.

SRWG Members are required to further develop technical procedural and/or guidance documents for SR requirements established by the SRTF during their first year (Year 1) of work. These documents are important to support the implementation of SR. Examples of these documents are incentive and sanction system and resourcing plan, monitoring plan, etc.

The SRWG will report to the Standards Standing Committee (SSC). SSC will provide oversight on the SRWG process (i.e. new process requirements outlined in the RSPO SOPs, also as required by ISEAL Alliance). This includes overseeing any strategic issues that may be arising and helping SRWG to coordinate with the other RSPO standing committees (i.e. uptakes, smallholders, etc. anything that will affect other groups).

The SRWG Members seem keen to share ideas and solutions, so a deadlock may not be likely. However, should the SRWG end up in a deadlock on an issue, the issue will be passed

1. SRWG is required to work on concrete and tangible tasks, i.e. guidance documents, incentives and sanctions systems, and resourcing plan.
2. SRWG to develop a monitoring plan and review implementation of SR, make adjustments and recommendations.
3. SRWG to develop recommendations for 2021 figure on percentage increase of uptake to BoG.
4. RSPO Secretariat will provide projected volumes in September 2020.

	<p>to the SSC to resolve. Ultimately, updates at SRWG will be reported to the BoG on a regular basis.</p> <p>The RSPO Secretariat will support the SRWG Members on the logistics of SRWG calls/ meetings and liaison with internal Secretariat workstreams (i.e. projections that will be provided by the Secretariat, ACOP reporting, membership elements, etc.) and relevant working groups and standing committees.</p> <p>Technical Facilitators will help to draft the documents, where the SRWG will provide comments, inputs, etc. during the process. Technical Facilitators will provide reports to the SSC, BoG, prepare documents for public consultation, webinars, and facilitate during SRWG meetings.</p>	
5.0	<p><b><u>Overview Workplan (updated May 13, 2020)</u></b></p> <p>An overview and timeline of the work plan were given.</p> <p>Work began at the end of April 2020, and the SRWG Members were confirmed recently. SRWG Members will expect the procedures documents from the technical facilitators soon and anticipate a second teleconference call at the end of May 2020/ early June 2020. CYL will send a DOODLE poll to everyone to confirm their availability on the next call date</p> <p>Due to the current pandemic, it is impossible to have 2-3 days meetings, thus meetings will be broken down into a series of calls (8 calls from May to December 2020, plus subgroup calls as and when needed).</p> <p>Technical Facilitators will deliver technical documents to sub-groups. Public consultations will be planned for September/ October 2020, webinars will be organised, and the technical facilitators anticipate participants from the SRWG Members. Volumes review and</p>	<ol style="list-style-type: none"> <li>1. CYL to create a DOODLE poll to everyone - confirm their availability for the second call.</li> <li>2. SRWG Members to attend 8 SRWG meetings actively from May to December 2020.</li> <li>3. Technical Facilitators will deliver technical documents to sub-groups.</li> <li>4. Public Consultation scheduled for September/ October 2020.</li> <li>5. Volumes review and recommendations scheduled for September/ October 2020.</li> </ol>

recommendations scheduled for between September/ October 2020, as well as benchmarking of other existing reporting mechanisms and/or standards commonly used by the different membership categories to report on topics covered by SR requirements.

The timeline is ambitious so the process will include frequent calls including sub-group calls to replace in person meetings and allow for more in-depth discussions. Technical Facilitators advised the SRWG Members to be engaged at all times during the calls, attend scheduled meetings/ calls and participate in the work in between (homework).

A range of subgroups will be set up in June/ July 2020. Potentially these include (to be determined by the needs from Draft0):

- Assurance - 2 groups potentially:
  - (1) focus on elements that can be verified by the supply chain certifications,
  - (2) the mechanisms for everything else, i.e. how to verify data for members that are not subjected to supply chain certification
- Incentives & sanctions (SRTF has great ideas already captured in the recommendations document)
- Resourcing for transformation (i.e. smallholders and other elements that can be looked into)

Other technical work includes:

- Monitoring and evaluation (M&E) plan (to be presented during the next SRWG call)
- Development of guidance and templates (ongoing process)
- Benchmarking (plan to have the framework by July 2020, and carry out the benchmarking exercises in September/ October 2020, where public consultations will be going on at the same time)
- Once the RSPO Secretariat provide the volume data and uptake projections in September, the SRWG will make recommendations to look at what would be good percentage uptake figures for the member categories to meet in Year 2

6. SRWG Members are required to form sub-groups in June/ July 2020.
7. To discuss the M&E plan in the next SRWG call.
8. To have the benchmarking framework by August 2020.

6.0

**Roles and Responsibilities**

Technical Facilitators highlighted the individual responsibilities of the SRWG Members which are important to the success of SR work. The responsibilities include:

- participate actively in all meetings, tele/ video conferences and electronic discussion
- play an active role in representing respective stakeholder interests (consult with respective stakeholders and bring in views, regular debriefs)
- empower to make decisions during meetings (SRWG Members encouraged to seek help from RSPO Secretariat if they have issues in contacting with their constituents)
- participate in public consultation webinars as SRWG representatives
- become a SRWG ambassador

Despite differences in background, geography and sectors within the SRWG, SRWG Members are expected to work as one in achieving the main goal of SR during the process. Technical Facilitators advised SRWG Members to listen and try to understand where others are coming from, and collectively seek solutions during the process. They mentioned that the aim is to have consensus, but consensus will only happen if people are prepared to provide solutions.

Technical Facilitators advised the SRWG Members to actively participate in all SRWG conference calls, subgroup calls and homework tasks. A shared folder has been set up via Dropbox for various working documents, and if SRWG Members are having difficulties accessing, they should consult the Technical Facilitators. Video conferencing will be scheduled via Zoom, and SRWG Members were advised on housekeeping rules for the meetings. SRWG Members are advised to listen to/ trust the Technical Facilitators, true generally, but especially in a remote set-up in order for meetings to run smoothly

Technical Facilitators noted that SR is a new thing, and communication is key, particularly in Year 1, ie. gathering the data, trying, learning, and critical for outreach. Technical Facilitators

1. SRWG Members to represent their respective sectors during the process and decision-making process.
2. SRWG Members to participate in public consultation webinars and to represent SRWG.
3. SRWG Members to get familiar with the documents in the SRWG Dropbox and the functions at Zoom.
4. SRWG Members vote for the next call date via a Doodle poll created by CYL.



	<p>and RSPO Secretariat have already had conversations with the RSPO Global Outreach and Engagement Director in developing a communication plan for SR prior to today’s meeting, ie. develop materials for SRWG Members in communicating SR to relevant constituents.</p> <p>Technical Facilitators informed the SRWG Members that the next call will be either May 28 or Jun 3 - discussion includes technical document review, sub-groups, and presenting the communications plan.</p>	
7.0	<p><b>Discussion</b></p> <p>Technical Facilitators invited ex SRTF Members to share their advice to those new to the work on SR:</p> <ol style="list-style-type: none"> <li>1. NS mentioned that the process will get messy, but it will be the SRWG Members’ role to represent their constituents and to remain open at all times. SRWG Members are advised to understand/ engage with their issues, remain honest and focus on finding the solution. She believes that it will be a good experience for the SRWG Members to come together as a multi stakeholder discussion, and it is important to do their “homework”.</li> <li>2. JW added that it is crucial to focus the goal during the process as the process will be bumpy along the way.</li> </ol> <p>LKY asked about the sub-groups’ roles and objectives. Technical Facilitators clarified that 2 separate sub-groups were being considered for Assurance (SCC audited and non-SCC) as this will help to advance conversation. It may start as one group.</p> <p>Technical Facilitators further explained that the SRTF document already has great ideas on sanctions, and the starting point for the incentives and sanctions sub-group will be to make them more concrete and implementable.</p> <p>Technical Facilitators added that the role of the sub-groups is to organise more deeper conversation, and to come out with ideas and proposals, etc. Sub-groups will need to bring</p>	<ol style="list-style-type: none"> <li>1. Technical facilitators will look into alternatives as one member has issues accessing Dropbox.</li> <li>2. SRWG Members to send Co-chair nominations by May 15, 2020 (suggest having a co-chair from supply chain sector and the other from NGO).</li> <li>3. Technical Facilitators will share comments received from the last public consultation on Incentives and Sanctions with the SRWG Members.</li> <li>4. Technical Facilitators to provide explanation on sub-groups in short paragraphs for the SRWG Members.</li> <li>5. SRWG Members to inform Technical Facilitators/ RSPO Liaison about their interested</li> </ol>

<p>the outcome of the discussion/ information back to the SRWG, to help expedite the process. They mentioned that it is feasible if the sub-group includes members who have knowledge on the relevant issues and experience, ie. certification, etc. but not necessary as they can consult with colleagues.</p> <p>JW suggested the technical facilitators to provide explanations on the sub-groups in short paragraphs.</p> <p>Technical Facilitators emphasised that sub-groups will start working in June/ July 2020 and aimed to have a telecon with the whole group once a month in June and July. Sub-groups are expected to provide outcomes/ questions from the sub-group to the SRWG during the monthly telecon.</p> <p>IP raised a question on the homework about sector specific clarifications/ questions. Technical Facilitators explained that each sector is required to think from their sector perspective on how they are going to do this, in order to help the other sectors to understand the perspectives of the other SRWG members on their most pressing questions.</p> <p>BV clarified that his question earlier in the email was based on discussions with other processors and traders on their concerns on some of the elements in SR documents. Technical Facilitators explained that guidance will be needed from the SRWG when they look through the SR document in Year 1 and it is the role of the SRWG to work through the questions.</p> <p>Technical Facilitators and OSC reminded SRWG to send questions, and answers before the next meeting. OSC asked the SRWG to inform on other RSPO workstreams that they are involved in if any, i.e. currently in which working group/ standing committees/ taskforces, etc. they participate.</p>	<p>sub-groups prior to the next SRWG call.</p> <ol style="list-style-type: none"> <li>6. SRWG Members to consult with their constituents and send in sector specific clarifications and questions by May 22, 2020.</li> <li>7. SRWG Members to identify themselves to RSPO Liaison/ Technical Facilitators if they are involved in other RSPO working groups/ task forces/ standing committees.</li> <li>8. SRWG Members to share the outcome of respective sub-group discussions with other SRWG Members during the monthly SRWG meetings.</li> </ol>
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