

Minutes of the 3rd Labour Task Force Meeting

2nd May 2018

Capri by Fraser Hotel Residences Meeting + Webinar Call

Attendance: Name	Organisation	Status
Secretariat:		
1. Kamini Visvananthan (KV)	RSPO Secretariat	
2. Abang Mohd Aizat (AMA)	RSPO Secretariat	
Members:		
3. Alexandra Experton (AE)	Cargill	Webinar
4. Carolyn Lim (CL)	Musim Mas	
5. Daryll Delgado (DD)	Verite	Webinar
6. David Pendlington (DP)	MARS	
7. Hotler Parsaoran (HP)	Sawit Watch	
8. Lambok Simbolon (LS)	OPPUK	
9. Loo Siew Wai (SW)	Wilmar	
10. Rachel Cowburn-Walden (RC)	Unilever	Webinar
11. Raja Dato' Zamilia (RZ)	FGV	
12. Syed Mahdhar (SM) (observer)	FGV	
13. Renata Sandhi (RS)	Verite	
14. Sharyn Sufian (SS)	Wild Asia	
15. Sanjiv Singh (SaS)	ASI	Only attended social auditing guidelines session
16. Shoba Nayar (SN)	ASI	Only attended social auditing guidelines session

No.	Description	Main Discussion Points	Action Items	Progress Updates
2nd May 2018				
1.	Discussion before starting meeting	<ul style="list-style-type: none"> ● 11 out of 16 members attended the meeting. ● DD made a brief introduction of the Labour Task Force (LTF) ● Highlighted that the LTF is a platform for RSPO to not just ensure its stakeholders achieve labour rights compliance, but also to sustain them and ensure decent work conditions for everyone. 		
2.	Updates from the Secretariat	<p><u>Restructuring within RSPO Secretariat</u></p> <ul style="list-style-type: none"> ● KV shared the new org charts of the Secretariat. Particular emphasis was made on the Standards Development Department as the work of the LTF will be managed in this Department. <p><u>Theory of Change</u></p> <ul style="list-style-type: none"> ● Work of the LTF should be aligned to the ToC <p><u>Labour Activities</u></p> <ul style="list-style-type: none"> ● Draft Budget allocation for LTF work was shared and the activities which were captured from the previous meetings were included in this budget. ● Following the “Palm Oil and Children in Indonesia: Exploring the Sector’s Impact on Children’s Rights” study by UNICEF, both the Secretariat and UNICEF have discussed on the development of a toolkit that will feature Best Management Practices (BMPs) based on the pilot. ● DD mentioned that the more vulnerable labour categories (children, women, undocumented, migrant) identified in the LTF Terms of Reference (ToR) should also be referenced in the work plan of the Secretariat. ● DD also mentioned that the LTF should also look at and document all the relevant innovations, initiatives, collaborative works that are happening externally, outside of RSPO and align to these. ● AE mentioned that members are encouraged to not only share any relevant works or studies and its results, but also to communicate it early in the process to ensure that there are no overlaps. AE also encouraged the 		<p>This amount has been amended subsequently and the amount has been revised from what was shared.</p>

		<p>Secretariat to do quick survey of what is going on externally, to be sent to all members.</p> <ul style="list-style-type: none"> ● AA shared that the quick survey done for growers and KV said that the plan was to have a one stop resource centre and approach the organization who created the online modules and discuss for potential collaborative works in the future. ● Wild Asia is developing a course that encapsulates labour, HCV, stakeholder engagement and group management modules. Currently, Wild Asia is piloting with EMPA (East Malaysian Planters Association), of which its 20 members are involved in the first phase training. The course will be available online on the Wild Asia's WAGS Academy. ● KV stated that the plan is to put links of relevant courses on the RSPO website, and hopefully this will jumpstart module development works on the RSPO side. 	<p>To ask members of the HRWG and LTF if there are any resources that their organisations have done which could be shared.</p> <p>KV to include this into the workplan. LTF members are encouraged to highlight any relevant activities that they are doing to RSPO for it to be communicated out on the website.</p>	<p>Activities do cover these categories.</p>
<p>Updates on Work In Progress</p>		<p><u>P&C Review Task Force Update</u></p> <ul style="list-style-type: none"> ● There have been 4 P&C TF meetings this year and the main highlight in the last meeting was the steps towards restructuring and smallholder standards. ● There was also discussion centred around commensurate effort. ● The new P&C will have stronger indicator around accountability, third party suppliers and labour contractors. There are also new indicators on forced and child labour, more indicators on women and labour. The P&C TF are also moving towards developing separate indicators for smallholder reference on labour. ● The restructuring will help with the implementation and monitoring work. ● LTF should anticipate the sort of guidelines which need to be developed from the restructured standards. <p><u>Training of Trainers (ToT) Indonesia</u></p> <ul style="list-style-type: none"> ● RS presented a report on the ToT in Samarinda, Indonesia in April. ● Feedback received from the participants: ● The planned audits does not allow for violations to be discovered. 	<p>AE and DD to put together a report from the P&C TF meeting to be shared with the LTF members to better facilitate the alignment of the LTF activities with the P&C. LTF members to reconvene and discuss based on report.</p>	

		<ul style="list-style-type: none"> ● Recommend spot audits ● Daily targets and deduction of wages still happen and actual payment is not reflected in payslips. ● Housing & amnesties are insufficient. ● Status of casual workers. ● Labour Unions lack awareness on P&C. Labour Unions also need to be given more autonomy and bargaining power. ● Regular dialogues between companies and labour unions are necessary. <p>Challenges faced:</p> <ul style="list-style-type: none"> ● Workers faced difficulty attending as they did not get leave to attend. ● They do not get their payment during this time. ● Need to communicate with the Companies when these trainings are organised. ● LTF or Secretariat to develop a general guideline for labour activities to make sure that there is an inclusive participation. ● The wording of the modules needs to be simplified so that it can reach a wider set of audience. ● The companies should receive the same training, as it could reinforce management system and avoid retaliation from the companies. ● Difficult to get female workers involved, since most labour union leaders are men. <p><u>Workers training in Malaysia</u></p> <ul style="list-style-type: none"> ● RZ mentioned that FGV is still working with SUHAKAM to develop a working training module but had finished videos that highlights the importance of human rights as well as ethical recruitment. ● The videos have been shared with the top management as well as the people on the ground and is available on FGV's sustainability page. <p><u>Social Auditors Training in Malaysia 2018</u></p>	<p>work out communication of these events with Organisers so that information is available online</p> <p>Website needs to be regularly updated to take to account this.</p> <p>To request Sandhi/CW to work on the language of the ToT to simplify it.</p>	
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3.	RSPO Sustainability College	<ul style="list-style-type: none"> ● SC presented the RSPO Sustainability College and highlighted that a high number of individuals expressed their interests in the labour and social related modules. ● At the moment, there is a placeholder for a “Social Accountability” and “No Exploitation” module, but KV highlighted that the Secretariat has no capacity internally as content experts. ● The platform is slated to be launched during EU RT in Paris with the first 6 modules (FPIC, Certification, New Planting Procedures, GHG, Peatland and RaCP). ● The Secretariat is looking for partners within the LTF to contribute and be the content manager in the development of the new modules that revolve around human rights aspects. 		

		<ul style="list-style-type: none"> • The Secretariat is also looking into having a separate platform that is specific to labour on the website. This will be used as a media to share best practices, initiatives that have been carried out by the LTF members on the labour front. • DD said the Secretariat to draw up an action plan for the Sustainability College: <ul style="list-style-type: none"> ○ The platform to include main labour conventions. ○ The LTF also needs to think of what are the target awareness topics that should be shared on the platform • On the timeline, SC mentioned it is best for the LTF to work on and gradually introduce new modules, after the EURT launch of the Sustainability College. The LTF should also work on a template for the introductory videos of future modules. 	<p>Action Plan developed together with Wild Asia & Verite and RC</p> <p>SS has agreed to assist in developing the topics with the Secretariat</p>	
5.	Decent Living Wages Discussion	<p>Respond:</p> <ul style="list-style-type: none"> • LTF will not fix the figures for the decent living wage, but it will play a role to endorsing the decent living wage methodology. • Local consultative groups need to be organised and these groups functions to ensure if the decent living wage is implemented according to the Global Living Wage Coalition (GLWC) guidelines. • Once the groups have been organised, LTF can look to engage GLWC to provide technical support to them. • The GLWC study provides a framework that can be used as a guidance, so LTF does not need set up its own guidance. • The most important is to document the different ways of determining the prevailing wage after all the in-kind benefits have been taken into account. The prevailing wage should also be the guaranteed amount of pay to workers, without any overtime. • The LTF approved the Anker methodology, and it was suggested that the LTF compiles a template of the in-kind benefits that can be included in the living 	<p>LTF to come up with key recommendations in moving forward and work on capacity building plans by engaging the GLWC.</p> <p>Growers to come produce a report on what is a living wage based on the guidelines set out by the GLWC.</p>	<p>Suggest: Could CL take the lead on this?</p>

		<p>wage calculation as well as adding LatAm and African panels to the discussion.</p> <ul style="list-style-type: none"> ● Grower members could provide data on the kind of in-kind benefits that are given to workers. The growers were also encouraged to pilot the GLWC methodology. 		
6.	Social Auditing Guidelines	<ul style="list-style-type: none"> ● To avoid retaliation to the workers, the LTF can work with NGOs who will function as intermediaries or through the “Clear Voice Mechanism”. ● The guidelines will provide criteria to interview the worker in the plantations as well as during workshops. ● A few important points: Independent selection of worker for interview (no pre-selection by the management), gender balance, working target, migrant worker, children. ● Suggest to look at Fair Hiring Toolkit (Verite) ● Strategies to scope casual workers will covered in the protocol. ● CB expected to understand context and gaps in the plantation before producing the tools and guidance, which will then be reviewed by the ASI. ● Development of protocol should involve consultations with all stakeholders including the CBs. 		
7.	Action Points Moving Forward	<ul style="list-style-type: none"> ● Decent living wage <ul style="list-style-type: none"> ○ Musim Mas, Wilmar, Cargill and GAR has set up a joint solution for labour issues called Decent Living Initiative. ○ LTF needs to engage with GLWC before the next meeting and RS will try to engage with a few academicians from Indonesia. ● Social auditing guidelines protocol- DD/CL to monitor ● Capacity building for growers ● Sharing of initiatives with secretariat to be communicated out to the public ● ToT for Indonesia <ul style="list-style-type: none"> ○ Lessons learnt and things to be improved. ○ Discuss on how to engage the growers into the process for the next session. ○ Communicate with Sara to see possibility to share the training in website 	<p>CL, AE & PG to keep the LTF in the loop of this initiative</p> <p>KV & DD/CL to engage with GLWC</p> <p>RC to take lead with assistance of Secretariat</p>	

		<ul style="list-style-type: none"> ● Labor awareness program for Malaysia <ul style="list-style-type: none"> ○ Look at the challenges. ○ Explore options to enable the LTF to work with companies and at the same time build trust with the workers. Look at practices in other countries/industry to explore RSPO's roles over their members. ○ The suggestion was to have NGO to not only help to engage with workers but also facilitate cooperation with companies. ● Review the LTF roadmap and make sure it aligns with ToC and new P&C standard. ● Outreach to Latin America and Africa <ul style="list-style-type: none"> ○ LTF has not done anything yet. ○ Verite did a rapid appraisal in Liberia and will share the report with RSPO. ● Sustainability College <ul style="list-style-type: none"> ○ SS will work with SC and KV to look at the content ● LTF to have own subpage on the website as a one stop centre for everyone to use. <ul style="list-style-type: none"> ○ KV said the platform is targeted to be live in the last quarter of 2018, will also check with RSPO IT person. ○ The subpage will have a library that houses all the NGO contacts, of which will be publicly accessible. ○ It was suggested that the LTF goal and feedback/comment box and circulate with LTF members. ○ The slide deck for LTF introduction is ready, a flyer version with the same content is slated to be produced by the EURT. 	<p>CW/RS</p> <p>GD/RZ</p> <p>KV/DD</p> <p>DD</p> <p>KV to organise meeting with Eli & Francisco and DD at EURT</p>	<p>Done</p>
8.	Any Other Business (AOB)	<ul style="list-style-type: none"> ● What will happen to the LTF after March 2019? <ul style="list-style-type: none"> ○ Are we going to continue as LTF or back as sub-group of HRWG? 		

		<ul style="list-style-type: none">○ Refer to other TFs who re-organize every 3-4 years. This has yet to be covered in the ToR of the LTF.● Next LTF meeting: August 8, 2018 in Singapore (Musim Mas Office)	Suggest we move it to September instead in Jakarta.	
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