

Minutes of the 5th Labour Task Force Meeting
29th January 2019
VE Hotel & Residence, Bangsar South + Webex Call

Attendance: Name	Organisation	Status
Secretariat: 1. Kamini Visvananthan (KV) 2. Prasad Vijaya Segaran (PVS) 3. Monisha Mohandas (MM) 4. Cheryl Ong Sue Peng (CO)	RSPO Secretariat RSPO Secretariat RSPO Secretariat RSPO Secretariat	
Members: 5. Daryll Delgado (DD) 6. Ruben E.S. Siregar (RS) 7. Sharyn Shufiyan (SS) 8. Nasuha Thaha (NT) 9. Zidane 10. Irene Aycinena 11. Ruben Morales 12. Carolyn Lim (CL)	Verite OPPUK Wild Asia Cargill Sawit Watch Santa Rosa Santa Rosa Musim Mas	Webex Webex

No.	Description	Main Discussion Points	Action Items	Progress Updates
29 th January 2019				
1.	Discussion before starting the meeting	- Round of Introductions to welcome Ruben Morales and Irene Aycinena. - Confirm minutes of previous meeting which was held on 17.09.2018.		
2.	Status Review since meeting on 17.09.2018	- Links to relevant courses on RSPO website <ul style="list-style-type: none"> Sources have been researched through desk study 	KV and PSV to approach organisations to seek	

		<ul style="list-style-type: none"> • The page will be up by March 2019 but the linkages can be a work in progress. - Training of Trainers in Indonesia <ul style="list-style-type: none"> • Conducted in Padang on 1.10.2018 - Social Auditing Workshop <ul style="list-style-type: none"> • Conducted from 14-16th January 2019 in Melaka by Verite. • Attended by 20 participants mostly comprising of CBs but not Social Auditors. • Some certification bodies that attended were not auditors for RSPO standards. • Updated them on new P&C. • Training for Auditors need to have a new structure instead of a classroom setting. - Kristian Jespersen study <ul style="list-style-type: none"> • He is currently awaiting funding so the study is on hold. - Social Auditing Protocol <ul style="list-style-type: none"> • First draft has been completed by ASI • Comments have been received from CBs. • This document was also circulated during the CB workshop (7th – 9th January) and currently awaiting comments from CBs. • ASI will provide a second draft to review in February 2019. • Targeted date of completion is by 31.03.2019 	<p>permission to provide linkages.</p> <p>KV and PSV to update training materials to 2018 standards.</p>	
3.	Status Review on Labour Task Force Progress	<ul style="list-style-type: none"> - Report from the HRWG meeting: <ul style="list-style-type: none"> • Labour Rights Working Group (LRWG) will be formed. • LRWG will be independent from the HRWG. 		

		<ul style="list-style-type: none"> - P&C 2018 was endorsed on 15 November 2018. - P&C Roadshow Dates for Oil Palm Growers has been fixed. <table border="1" data-bbox="548 316 1435 560"> <thead> <tr> <th style="background-color: #f4a460;">Malaysia</th> <th style="background-color: #f4a460;">Indonesia</th> </tr> </thead> <tbody> <tr> <td>Kuala Lumpur: 29 & 30 January 2019</td> <td>Jakarta: 11 & 12 February 2019</td> </tr> <tr> <td>Sandakan, Sabah: 11 & 12 February 2019</td> <td>Medan: 15 February 2019</td> </tr> <tr> <td>Kuching: 14 February 2019</td> <td>Palangkaraya: 19 February 2019</td> </tr> <tr> <td>Kluang, Johor: 25 & 26 February 2019</td> <td>Kalimantan: 19 & 20 February 2019</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - ATF updates: <ul style="list-style-type: none"> • The highlights from the Profundo Report was shared with the Assurance Task Force. • Out of the 23 recommendations listed, action is already being taken for most of them. • A verification should be done in the future if the recommendations are taken up. • The report will be shared to the public. - Consensus reached by quorum for LTF Extension till June 2019 - Ulula platform 	Malaysia	Indonesia	Kuala Lumpur: 29 & 30 January 2019	Jakarta: 11 & 12 February 2019	Sandakan, Sabah: 11 & 12 February 2019	Medan: 15 February 2019	Kuching: 14 February 2019	Palangkaraya: 19 February 2019	Kluang, Johor: 25 & 26 February 2019	Kalimantan: 19 & 20 February 2019	<p>Note down questions that are asked during the roadshow and update LTF.</p> <p>KV to set up a meeting between LTF and O&E to determine a communication strategy for external stakeholders during crisis moments on labour issues.</p> <p>KV to schedule a discussion with the Complaints Panel on what their expectations are from the LTF.</p> <p>KV to check if any formalities are required to extend TF till June 2019.</p> <p>PSV to speak to Strategic Projects about providing</p>	
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			the information collected on Ulula to LTF and also on working with Cargill since they plan to use Ulula too.	
3.	Completed and Ongoing Activities	<ul style="list-style-type: none"> - Sustainability College <ul style="list-style-type: none"> • In house designer will be working on the modules layout but the introduction video will be done by the consultant. • Verite has divided the modules to two parts. Part one is: <ul style="list-style-type: none"> ▪ who are the workers in oil palm plantations, employment arrangements and the risks. ▪ fundamental labour standards and how it is reflected in the P&C. ▪ perspectives from different stakeholders in terms of raising the labour standards for RSPO. • Part two is on specific topics such as: <ul style="list-style-type: none"> ▪ Forced labour and trafficking ▪ Child labour ▪ Living wage ▪ Respect for women 	Verite will send the content by Mid-February.	
4.	Priority from January to May 2019	<ul style="list-style-type: none"> - RSPO Grower Training <ul style="list-style-type: none"> • Beginner, Intermediate and Advanced Level • Training will be conducted via two ways: Roadshow (Kuala Lumpur – Q1, Medan Q2, Bogota Q3 & Accra Q4) and Physical training (Kota Kinabalu & Jakarta – Q3 & Q4) • Advanced training will only be conducted in 2020 and will be carried out by experts. • Webinars will be conducted on the RSPO platform on the following topics related to labour (but not fixed to): <ul style="list-style-type: none"> ▪ Living Wage Agenda (August 2019) ▪ Forced Labour in Palm Oil Plantation (November 2019) • The webinars can be conducted by RSPO members if they wish to. 	<p>Develop modules within Secretariat but obtain inputs from the TF after the 1st draft is completed.</p> <p>KV to rename the webinar topics to make it positive.</p>	

		<ul style="list-style-type: none"> - RSPO Staff Training <ul style="list-style-type: none"> • To ensure everyone in RSPO is aligned with the new P&C standards. - Brand and retailers training <ul style="list-style-type: none"> • To work with other stakeholder groups in RSPO • To collaborate with CGF (Consumer Goods Forum) in terms of asking them to fund and organise the event and invite RSPO to speak. - ToT for Labour Groups and Workers <ul style="list-style-type: none"> • The modules need to be realigned to the new P&C • Make the modules universal so that Francisco can promote it to a school in Latin America which focuses on Human Rights. 			
5.	Research on Impacts of RSPO Certification on working and living conditions	<ul style="list-style-type: none"> - In July 2018, RSPO released a Research Agenda in line with the RSPO Theory of Change which details the release plans of RSPO moving forward. - In October 2018, an online Google-based Research survey was developed and shared with: <ul style="list-style-type: none"> • Key internal RSPO Secretariat members • RSPO Standing Committees, Working Groups and Task Force members • Researches and others - To determine the key research topics to focus on, a materiality matrix analysis was done from the survey. - One of the key priorities of research detected was living wages & working conditions 			

		- RSPO is focusing on research within Malaysia and Indonesia for now before branching out.		
6.	Decent Living Wage discussion	<ul style="list-style-type: none"> - Developing DLW Guidance: <ul style="list-style-type: none"> • Self-Assessment by members should be completed before 31.03.2019. • This will be a phased approach. - The end goal is to create a calculator application that can be used by members to calculate decent living wage. <ul style="list-style-type: none"> • Actual/pilot studies need to be sampled in different geographical locations to get accurate costings of, for example, minimum wage, food costs and housing costs which will lead to an accurate decent living wage. - Implementation of the DLW Guidance: <ul style="list-style-type: none"> • Organise workshops or trainings for members. 	<p>To complete the DLW Guidelines by 31.03.2019.</p> <p>To organise workshops for the implementation of DLW guidance.</p> <p>KV to create a ToR for the DLW calculator</p>	
7.	Formation of Labour Rights Working Group	<ul style="list-style-type: none"> - Development of ToR <ul style="list-style-type: none"> • Will be done by Daryll Delgado, Perpetua and Claudine. - Selection of Members: <ul style="list-style-type: none"> • Based on criteria and not invitation • Selection criteria will be stated in the ToR - Will be launched by June 2019 		
	Closing	<ul style="list-style-type: none"> - PT London Sumatera Tbk (feedback from Rubern OPPUK) <p>Next LTF Meeting is scheduled (tentatively) at the end of April 2019 in either Kuala Lumpur or Singapore. Doodle poll will be sent to all members to fix a date and venue for the next meeting. Meeting should start at 10am.</p>		