

# No Deforestation Joint Steering Group (NDJSG)

Call 1 (15<sup>th</sup> November 2019)

## Meeting notes

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Name	Organisation
Audrey Lee (AL) Charlotte Opal (CO) Emily Kunen (EK) Gemma Tillack (GT) Jenny Walther-Thoss (JWT) Lee Kuan-Chun (LKC) Melissa Thomas (MT) Patrick Anderson (PA) Surina Ismail (SI) Sander Van Der Ende (SVE) Javin Tan (JT) Sheun Su Sin (SS) Amir Afham (AAF)	OLAM Earthworm Foundation Nestle RAN WWF P&G Conservation International FPP IOI SIPEF RSPO Secretariat HCSA Secretariat RSPO Secretariat
Observer:	RSPO Secretariat RSPO Secretariat
Absent with apologies:	WRI NWF GAR Greenpeace SPKS NWF Cerelia/ Alliance Forets Cerelia/ Alliance Forets FPP Proforest Unilever SPKS

No	Item	Action/Decision points
1.	<p><b><u>Comments &amp; finalizing of last meeting minutes</u></b></p> <ul style="list-style-type: none"> <li>• It was commented that the wordings used in minutes were not reflective of the terms in the NDJSG ToR. Wording in some parts indicated that the assumption is that the mandate will be given and/or the procedure will be developed regardless if mandate by the stakeholders.</li> <li>• The P&amp;C 2018 (Indicator 7.12.3) states that the procedure will be developed by the NDJSG. However, it was agreed that procedure should only be developed for countries/areas where mandates are given from Indigenous Peoples and local communities to representatives in the NDJSG to develop such procedures for their lands.</li> <li>• The group acknowledged there was a high probability of receiving a mix of agreement/ disagreement on development of the procedure. Development of the procedure for a specific area/country would not proceed if there was an overwhelming disagreement on the matter. If the group were to decide not to develop the procedure for HFCCs a clear communication should be provided on why this was decided.</li> </ul>	<p><b>Action Point:</b> RSPO Secretariat to revise the wording as requested and recirculate the minutes for final review.</p> <p><b>Decision Point:</b> The group conditionally approved the minutes with the requirements that the wording be amended to reflect the terms in the ToR.</p>
2.	<p><b><u>Discussion on existing subgroups and issues</u></b></p> <ul style="list-style-type: none"> <li>• The group agreed to appoint a focal point for each existing and future subgroup. The focal point would lead the subgroup with the support from both RSPO and HCSA Secretariat..</li> <li>• All subgroups to discuss whom they wish to appoint as focal points and inform the RSPO/HCSA Secretariat and NDJSG on the decision.</li> <li>• Linkages between subgroups on definitions– It was acknowledged that there would be some linkages between the Definition subgroups’ works and other subgroups where new definitions (not defined in the current Definition subgroup work) are required. In the interest of time, it was agreed that these may be resolved internally within the respective subgroups, and only refer to the Definition subgroup if no agreement is achieved internally.</li> </ul>	<p><b>Action point:</b> RSPO secretariat to circulate the current list of subgroups with existing members for NDJSG members to express their interest.</p> <p>Action point: Each subgroup to discuss and appoint their focal points for each respective group.</p>

<p><b>Questionnaire/Socialisation Subgroup</b></p> <ul style="list-style-type: none"> <li>• It was decided that the scope of the Questionnaire subgroup would be widened to include Socialisation and with that, membership should be opened to all members to express their interests.</li> <li>• GT expressed interests to join the Questionnaire/Socialisation subgroup which was agreed by the group. AL proposed CO &amp; AL to be co focal points for this group</li> <li>• JWT proposed Ludovic Miaro, her counterpart in WWF Africa to represent her in the Socialisation subgroup. JWT will still represent WWF in the main group (NDJSG). The proposal was agreed by those present in the call as a recommendation to the subgroup for them to consider.</li> <li>• The group decided that the request by Joss Lyons-White to present his research to be forwarded to the Questionnaire/Socialisation subgroup, as it is more relevant to be discussed within the subgroup.</li> <li>• Subgroup to develop talking points on the process and developments within the NDJSG when communicating externally on this topic in order to prevent miscommunication.</li> <li>• <b>Comment on the questionnaire: (1) To include an introduction in the questionnaire clarifying what is the process and avoid raising expectations of stakeholders involved. This is to ensure consistency as there will be different groups of people reaching out to different stakeholders, (2) Questionnaire will need to be translated, refined and tested, (3) there was suggestion to finalise the questionnaire and agree on how to approach the stakeholders involved by Jan/Feb 2020, in multiple languages.</b></li> </ul> <p><b>Definition Subgroup</b></p> <ul style="list-style-type: none"> <li>• It was informed that the definition of “mandate” (referring to mandate given by indigenous people &amp; local communities) should be added to the list of items to be discussed in the Definition subgroup.</li> <li>• PA agreed to joining the Definition subgroup</li> </ul> <p><b>Mapping subgroup</b></p>	<p><b>Action point:</b> Socialisation subgroup to discuss the proposal by WWF for Ludovic’s participation.</p> <p><b>Action:</b> Socialisation group to consider the request by Joss to present his research.</p> <p><b>Action point:</b> RSPO secretariat to circulate the compiled list of forest definition to the larger group for input.</p> <p><b>Action point:</b> Definition of legacy shall be further discussed by the subgroup tasked to propose the definition.</p>
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	<ul style="list-style-type: none"> <li>• It was explained that during the 1<sup>st</sup> meeting, this workstream was added in order to create an indicative map which would assist the identification of indigenous people and local communities within HFCL for socialisation efforts.</li> <li>• The group agreed that it would be a difficult and is a costly task to proactively map all HFCLs within these HFCCs</li> <li>• It was proposed that the subgroup draw from existing resources already available and only if required, that mapping would be prioritised on a case by case basis for areas that have provided agreement to development of the HFC procedure.</li> <li>• A discussion point was raised whether the RSPO was supportive of the landscape mapping procedure defined by HCSA or what would be the methodology used for areas agreeing to the procedure. It was explained that in the JA by RSPO, there is a requirement for HCV-HCS mapping at the jurisdictional level and it could be a future step to be discussed at a later avenue.</li> </ul>	<p><b>Action point:</b> Mapping subgroup/secretariat to identify existing maps/works on mapping of HFCs in HFCCs.</p>
3.	<p><b><u>Update of progress from Definition sub-group</u></b></p> <ul style="list-style-type: none"> <li>• It was clarified that the definition of forests discussed within the subgroup was for identification of HFCL, while identification of forests within the HFC landscape would refer to the HCSA toolkit and HFC procedure.</li> <li>• The current compiled definition of forests would need further input by members as it was not comprehensive enough. Feedback from the initial questionnaire could also lead to a better understanding of the definition to be used.</li> <li>• The list to be circulated to the members for further addition of existing definitions and to take note on the feedback from the questionnaire.</li> </ul>	
4.	<p><b><u>Review of draft 0 of Questionnaire</u></b></p> <ul style="list-style-type: none"> <li>• Group decided to amend language used in the questionnaire to reflect the terms found in the ToR.</li> <li>• It was mentioned that some questions within the current draft would be suitable/specific only to certain groups (buyers, growers etc). Suggestion was given for separate questionnaires or sections/questions for specific sectors was created. This would be decided by the Socialisation/Questionnaire subgroup.</li> <li>• PA informed he would share his comments on the questionnaire the end of the week.</li> </ul>	<p><b>Action point:</b> RSPO secretariat to revise the questionnaire based on the final round of comments (for draft 0) before handing over to the subgroup for further refinement.</p>

	<ul style="list-style-type: none"> <li>Once the questionnaire is in its final draft, it should be piloted prior to actual circulation on the ground.</li> </ul>	
5.	<p><b>Review of current stakeholder list</b></p> <ul style="list-style-type: none"> <li>Current stakeholder list is lacking some categories: <ul style="list-style-type: none"> <li>Government agencies (DR Congo, Congo, Solomon Islands &amp; Myanmar)</li> <li>ENGOs (SI &amp; Myanmar)</li> <li>SNGOs (All)</li> <li>Growers (All)</li> <li>CGMs (SI &amp; Myanmar)</li> </ul> </li> <li>RSPO would look into its current list of memberships to add on to the list and the RSPO regional team in Africa would provide details of members which are part of CAFI, OPTWG, APOI. It was requested that other members to also inform of any stakeholders that they are aware of to be included in the list.</li> <li>Questionnaires shall be sent to both multi-stakeholder initiatives and individual organisations within these initiatives.</li> </ul>	<p><b>Action:</b> RSPO to update its existing members within the list</p>
6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li><b>HFC procedure development</b> – It was discussed in the meeting that the HFC procedure to be developed would be a generic procedure on the steps required for community led development in HFCL within HFCCs. It was highlighted that it would not be possible or required to obtain the mandate of all stakeholders within these countries. However, procedure can only be developed where mandates are given by all identified stakeholders within the area to be developed.</li> <li><b>Case study (NBPOL/CFD)</b> – Proposal was given for the group to review the case study to understand the issues faced which may be considered by the group during development of the procedures. It was proposed to provide NBPOL a 15-minute presentation slot in the next meeting.</li> <li><b>Invitation of observers/experts to NDJSG meetings</b> – It was agreed that the RSPO/HCSA Secretariat to inform NDJSG members earlier for approval prior to inviting them for calls/meetings as agreed in the previous meeting.</li> <li><b>Permanent Secretariat representatives</b> – To ensure a balanced representation by both Secretariats, it was requested a list of Secretariat staff that shall be involved in NDJSG</li> </ul>	<p><b>Action:</b> NBPOL to present their case study to the NDJSG members in the next meeting.</p>

<p>meetings/calls. RSPO shall be AAF for facilitation of the group and JT will be replacing DW as he shall be stepping down as CEO of RSPO. HCSA shall be represented by SS and JR.</p> <ul style="list-style-type: none"> <li>• <b>Determination of quorum for decision making</b>– The group agreed that determination of what would be considered a quorum for RSPO &amp; HCSA members for each meeting to be decided by the representatives of each party respectively.</li> <li>• <b>Planning for future meetings</b> - Group agreed to plan future NDJSG meetings around existing events to minimize the travelling and use of resources.</li> <li>• <b>Next meeting</b> – Doodle poll for next call to be circulated with tentative dates in the 3<sup>rd</sup> &amp; 4<sup>th</sup> week of January. Next NDJSG physical meeting was proposed to coincide with the next HCSA SG Meeting. Dates for next HCSA SG meeting week not finalised yet. Tentative dates proposed for HCSA EC’s approval are late March, early April or June</li> <li>• <b>Setting of calls/meetings</b> – It was agreed that polls for RSPO &amp; HCSA members will be managed by the respective Secretariat and results shall be compiled and circulated by the RSPO secretariat.</li> <li>• <b>CoC</b> - The final &amp; approved version of the CoC has been circulated to members and a signed copy to be returned to RSPO secretariat by 29<sup>th</sup> November 2019.</li> <li>• <b>Workplan</b> – RSPO secretariat to work with HCSA secretariat to update the workplan for NDJSG based on current progress which is expected to extend beyond December 2020 indicated in the NDJSG ToR. The revised workplan to be shared and finalised with NDJSG before sharing with HCSA EC and RSPO BoG for approval respectively.</li> <li>• <b>Application of the RSPO Independent Smallholder Standard (ISS) in HFCL</b> – There was question around the scope of applicability of RSPO ISS in HFCL that was recently endorsed by RSPO.</li> </ul>	<p><b>Action:</b> Representative of both parties to revert to RSPO secretariat on its accepted criteria for a ‘quorum’</p> <p><b>Action:</b> All members of NDJSG to provide signed copy of the COC by 29 November 2019.</p> <p><b>Action:</b> RSPO and HCSA secretariat to share the revised workplan of NDJSG before the next call.</p> <p><b>Action:</b> JT to confirm the scope of applicability of the recently approved RSPO ISS in HFCL.</p>
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