

**2nd Shared Responsibility Task Force Teleconference
Minutes of Virtual Meeting
Date: 16 April 2019, 6:00pm - 7:15pm MYT**

Attendance List

	Name	Membership	Organisation
1.	Gwendelynne	Grower Malaysia substantive (alternate)	Sime Darby
2.	Lee Kuan Yee	Grower Malaysia substantive	KLK
3.	Sian Choo Lim	Grower Indonesia substantive	Bumitama
5.	Florent Robert	Grower ROW substantive	SIAT
6.	Nepomuk Wahl	Process & Traders substantive	Olenex
7.	Naoko Satuma	Retailers substantive	Aeon
8.	Natasha Schwarzbach	Consumer Goods Manufacturer	Pepsico
9.	Ghislaine Nadaud	Bankers & Investors substantive	ABNAMBRO
10.	Jenny Walther-Thoss	ENGO substantive	WWF
11.	James Whitehead	SNGO substantive	FPP
12.	Aimee Russillo	Technical Facilitator	LiSeed Consulting
13.	Bilge Daldeniz	Technical Facilitator	Proforest
14.	Smita Jairam	Technical Team Support	Proforest
15.	Oi Soo Chin	Impacts and Evaluation Director	RSPO

Summary of Meeting

The second teleconference meeting of the Shared Responsibility Task Force (SRTF) opened at 6pm MYT 16 April 2019 by Soo Chin, the SRTF RSPO Liaison.

The objectives of the telcon were general agreement on the themes/criteria as the basis for shared responsibility (the WHAT) and a basic understanding of each members' unique contribution (responsibility) to Making Sustainable Palm Oil the norm. The meeting agenda, working processes, the overall vision of RSPO, along with the Code of Conduct requirements (especially CLAUSE 3.2), the SRTF objectives and rules of engagement were reviewed to ensure all members had access and understanding of the scope and context for the work.

Prior to the Telecon, a draft set of themes/criteria were sent out to all SRTF members for review and input, along with a set of 4 questions to facilitate the discussion. The themes covered all 3 dimensions of the 2018 P&Cs in line with the Theory of Change (Prosperity, People and Planet). In addition, the draft framework considers the unique role and contribution of each member to the RSPO vision beyond the P&Cs. The focus was on identifying missing elements and members functions to get to a basic framework. The Homework was a set of 4 questions to develop answers and feedback for discussion during this telecon:

1. Review this preliminary list to ensure that all relevant themes are covered and propose items that any SRTF member feels is missing.
2. This list covers items recommended by the Restructuring subgroup, as well some not considered by them but developed later or were out of the scope of the Principles & Criteria, hence should these be considered?
3. Review the descriptions of the member functions for each member category to see if the respective responsibilities are captured in full?

4. Any other suggestions, ideas or comments?

The work builds upon what was prepared by the P&Cs Restructuring sub-group and integrates the requirements of the Annual Communication on Progress (ACOP).

SRTF members provided their inputs and feedback per email ahead of time and on the call. Further input was solicited based on the discussion and questions to be provided within the week. These inputs from all members will be taken into consideration for developing the framework to be used for drafting indicators, identifying potential collection and reporting systems and incentives/sanctions. It was emphasized that getting the framework agreed upon is a critical first step and all members' perspectives are important.

The SRTF members are mindful of the ambitious timeline of this project with and that the goal is to get concrete Recommendations to the Board of Governors by end of August. With a need for ongoing consultation, concerns were discussed and general agreement to recalibrate the end of May with an SRTF in-person workshop. Shared Responsibility has been in the pipeline for a long time and now the focus is to move from rhetoric to action. The output of that workshop will be a strong draft for Public Consultation.

It was highlighted that the SRTF members will be expected to carry out stakeholder interviews among their member-equivalent peers in the 2 weeks prior to the in-person workshop for input. An interview guide will be prepared by the Technical Facilitators and presented/discussed at the May 8 telecon.

It was emphasised that this group is quick and agile and is more of a working group than a task force, and as per the endorsed ToR does not have a formal Chair or Co-chairs. There was no dissent or comments regarding this structure.

Next Steps

- SRTF general agreement on framework
- Technical Facilitators mapping with existing indicators and systems
- Interviews with RSPO Secretariat
- RSPO Secretariat workshop on systems (feasibility, incentives and sanctions) April 30th
- SRTF identify any related initiatives for research
- SRTF consult within their membership category (May) including interviews
- SRTF in person workshop KL to develop public consultation document May 29th/30th

Soo Chin then thanked everyone for their attendance and advised the slide presentations and meeting minutes will be uploaded into the Dropbox folder and manually sent to those who have access issues with Dropbox. The meeting was closed at 7:15pm MYT.