

RSPO Shared Responsibility Task Force Project Timeline

updated 1 April

Activity	Deadline	March			April				May			
		25	1	8	15	22	29	6	13	20	27	
Workplan	Holidays					PH 19&22 UK		PH 1 MY 6 UK		PH 20/22 MY	PH 27 UK	
	Telecon/WS	Telecon1	OC& SCC		Telecon2		KL WS Secretariat 30th	Telecon3	OC		KL TF WS	
	Homework/Meeting prep SRTF				HW			HW & interviews	interviews	HW		
Finalize SR TaskForce composition	pre-requisite to establish SR TF outreach and invites	8-Mar										
PHASE 1												
1. Elaboration of draft List of Themes (e.g. Transparency, Markets)	Desktop work by consultant building on the previous work done by the Restructure subgroup of the P&C Review Taskforce 2017/2018	End March 2019										
	Telcon 1 with SRTF for briefing on background & process/workplan & their role and tasks.	Telcon 1 week of 25 th March	Telecon1 27.03.									
	Telcon briefing for Oversight Committee	tbd		tbd								
	Telcon briefing for SCC Review team and/or T&T.	tbd		tbd								
2. Review draft list of themes and create list of potential indicators with rationale including applicability per membership category	Desktop work by consultant to develop draft list	Apr-19										
	Map with P&Cs new reporting indicators											
3. Review existing systems of reporting and analysis, including ACOP and SCC certification.	Desktop work by consultant Utilising and updating previous work Review and 'match' with recommended indicators.	Apr-19										
4. Gaps identified and potential solutions	Desktop work by consultant	Apr-19										
	Homework SRTF	prior telecon2				HW						
	Telcon 2 with SRTF to review list of criteria, gaps and potential solutions	Telcon 2 week of 15th of April				Telecon2						
	Interviews RSPO staff responsible for systems and key users, such as direct Proforest client contacts											
	SR TF consult within their membership category (questionnaire template provided by consultant)											
	Research other schemes											
5. Systems in need of improvement/strengthening will be identified.	Desktop work by consultant	Mid-April 2019										
	Interview with RSPO Secretariat staff.											
6. Proposal additional mechanisms and/or system improvements, which will be used as key input into Phase 2 (see below)	Desktop work by consultant	Late April 2019										
	Workshop with RSPO Secretariat staff in KL to make sure details align with RSPO workstreams.	KL week 29 th April						KL WS 30April				
7. Details on how indicators might be reported, bearing in mind different membership categories, will be proposed.	Desktop work by consultant	Early May 2019								PH 1 MY		
	Homework SRTF	prior telecon3								HW		
	Telcon 3 with SRTF to present and review list of criteria and draft indicators mapped, results of RSPO workshop - implementation systems, survey and interviews templates	Telecon3, May 8							Telecon3 May 8			
	Interviews with stakeholders	Early May 2019							conduct interviews			
8. TF presents to report to the Oversight Committee for an initial sign-off on indicators with rationale and applicability		Early May 2019							OC			

