Standard Standing Committee

Item	Topic	Key Activities	Action Point	Status	PIC	Due on
1	**Adoption of Meeting Minutes (13th Meeting)**	Word Correction a) Topic 3 (Page 4) NDJSG Definition of "Development by communities" whether it is by local communities or by companies for the benefit of the communities is unclear. Shall be clarified (re wording). Most communities are nether financially nor competent to develop/conduct development compliant to the standard. b) Topic 5 (Page 6) Child Rights Guidance To include an additional note for the 13th MoM. Term in the 4 (four) guidance shall be consistent such as on young workers which in one document it is allowed with some condition, however in another document is not allowed.	To reword the statement for further clarity.	**In progress**	**Secreteriat**	
2	**SSC Administrative Matters**	SSC Meeting Schedule for 2021 SSC Meetings should be a month and a half before a BoG Meeting. 15th SSC Meeting will be tentatively held in Mid-January. The Chairs agreed to have shorter (limit to 2.5 hours) . The Committee agreed that work on non-critical docs could be done via email instead of waiting for the next meeting for efficiency and timeliness.	Secretariat to submit a list of dates for SSC Meetings and the Committee shall decide.	**In progress**	**Secretariat**	
3	**National Interpretation**	NI Thailand membership status: TF asked for approval as Insufficient number of members to form a balanced representation for the Thailand NI TF as only 2 out of 7 are members . SSC Decision: Similar to the decision for Sierra Leone, non-RSPO members can be allowed to join as members of the TF. The NI WG needs to ensure balanced composition of members as there is heavy interest from the Growers and CGM Time Line The deadline to submit NI is 14 Nov 2021, which meant that deadline to submit expression of interest to develop NI is on 14 Nov 2020	Notify the NI TF Thailand that balance of composition, including smallholders and more information of non members who joined TF	**In progress**	**Secretariat**	
		NI Sierra Leone membership status TF asked for approval on the composition of NI Task Force as there are only 2 categories (grower/smallholders and Social NGO) are RSPO members out of 7 categories. The rest are non-members. SSC Decision: The SSC can endorse with condition: • the NI WG needs to be reminded to commit throughout the entire process such as ensuring there is a quorum when they make decisions. • Those non-RSPO members must be active, understand what certification is all about. • RSPO African Team to confirm (via email) the existence of these organisations.	RRO Africa shall submit a memo to the SSC confirmed the existence of the non- members.	**In progress**	**Secretariat**	
		NI Nigeria Guidance 4.1 Security - regarding the use of 'government security forces' The point of 4.1.2 is not to use violence or any form of harassment. There is a need for these government forces due to dire security reasons but as a company, there are procedures (grievance mechanisms) in place so the local workers and communities living in the land have the chance to be protected. Guidance 4.6.3 The TF removed 'evidence related to customary rights' while there is no reason to do so. Need to re-insert the text. Smallholder Definition Preamble definition of individual smallholders has two definitions: "... planted area of oil palm is usually below 50 hectares in size" and at the end of the document (Definition or Guidance) it was mentioned as 40 hectares. It must be consistent SSC Decision: [illegible]	Rewrite the narrative in the guidance for 4.1.2 of the NI Nigeria. TF to revert back to the original P&C document. TF to double-check the consistencies of the definition used.	**In progress**	**Nigeria NI TF**	
4	**NDJSG**	Next meeting is scheduled on 23rd Nov 2020. Meeting will discuss: - Decision making process - Questionnaire for HFCC - Discussion on the legacy case definition - Discussion on "sticky issues" 1. Allowance of limited development for IP/LC benefit 2. 7.1.2.3 and its scope within P&C 2018 - Brief of SSC decision The Chair mentioned that there is a time limit for the NDJSG (until the end of the year) to prove that there is progress made to justify extending or revisiting the mandate of the group.	To review NDJSG performance in Jan 2021.	**In progress**	**SSC**	
		Secretariat will reply to the letter by the Gabon NITF on their concern being HFCC - addressed to Secretariat	Reply the letter of the Gabon NITF on their concern being HFCC	**In progress**	**JM**	
5	**RISS Local Interpretation Indonesia**	The RISS INA NI TF has sent a letter explaining their concern and stance that RISS Interpretation Indonesia should be called as National Interpretation. The INA Task Force has 3 main concerns in regards to the LI namely: • Unclear on the difference between the LI and the NI due to there being no clear guideline in producing LI. • The current LI draft is looking like a NI due to the interpretation documents also including Indonesian legal frameworks. • Classifying the LI as an appendix to the RISS and not as a standalone will bring confusion to users and CB. Recommendation from the INA Task Force To rename the RISS Local Interpretation Indonesia RISS National Interpretation Indonesia. The size growth potential of ISH in Indonesia should be a good reason for the NI document to be applied as so with all the treatment and consequences as standard. Some of the members of the Committee pointed out that they did not receive the documents relating to this agenda point possibly due to the size of material being too big and some email systems unable to download it. Response from SSC Secretariat to analyse this document using the three criteria 1. Definition of smallholder (including size threshold) 2. Applicable local laws, and regulations pertaining to land land-use rights and legality	Secretariat to re-send the documents to SSC together with the analysis by RSPO Secretariat. Secretariat to reply to the letter to INA RISS TF.	**In progress**	**Secretariat**	
6	**Metrication Template**	The final guidance document and Metrics Template is ready, with the Guidance Document requiring formatting and proofreading by the Comms Team before launch From the 1st of June, the metrics template will be used to audit IC, ASA, and recertification, with the first 5 months after the official announcement as the testing and learning period. SSC Decision Endorsed to allow pilot testing.	Completed and endorsed.	**Done**	**Secretariat/Soo Chin**	
7	**Shared Responsibility**	The SRWG representatives shared their work progress updates, current priority on volume uptake target, and the revised work plan process 2020/21. Challenges • No percentage of uptake volume targets before the end of the year. • There has to be a public consultation on Incentives and Sanctions before implementation. • Credits: (i) SR percentage uptake targets decision needed. (ii) SRWG input • Communications and outreach are needed for internalization, socialization, and ownership. SSC Concern SSC expressed its concern for a robust communication to the members, in particular Processor and Trader and CGM that majority in number in ordinary category. How to communicate to them to ensure that they got the message.	The percentage target uptake volume will be shared in the SSC next meeting.	**In progress**	**Secretariat**	
8	**AOB**	Members Code of Conduct Only 4 members have submitted and signed the code of conduct. Secretariat will resend email on request to sign of CoC. Child Right Guidance Child Rights Guidance documents have inconsistencies that have to be sorted out before it can be published. Malaysia NI Inconsistency was found in MY NI on 2.3.2 Guidance on different dates used. This is to be corrected	Secretariat will resend email on request to signof CoC. Secretariat will check inconsistency prior to publish Child Right The difference will be rectified.	**In progress**	**Secretariat**	

Timeline: 1/20, 2/20, 3/20, 4/20, 5/20, 6/20, 7/20, 8/20, 9/20, 10/20, 11/20, 12/20, 1/21, 2/21, 3/21, 4/21, 5/21, 6/21, 7/21, 8/21, 9/21, 10/21, 11/21, 12/21

Started

Attended	AL, BL, IO, JW, LKY, MN, OT, SC, YPM, AA, AS, BP, BT, DH,EB,IVD, JM, NS, OSC, TR, KMJ, BD
Absent	PdH