

## Summary of Third Technical SRWG Meeting

The third Shared Responsibility Working Group (SRWG) technical meeting (fourth teleconference meeting), was opened at 6PM (MYT), July 29, 2020 by the SRWG co-chair, Natasha Schwarzbach and was attended by the SRWG Members, RSPO Liaison and Technical Facilitators. Again, the SRWG achieved 100% representation of all membership sectors during this meeting.

Since their first meeting in May 2020, the SRWG Members had conducted a total of 12 calls (including SRWG meetings and subgroup meetings), went through 10 homework templates, answered 41 Survey Monkey questionnaires, and drafted 26 documents. The SRWG also reported to date with 100% sector participation in all SRWG and subgroup meetings. The subgroups have completed most of their work on time despite the challenging timelines. .

The RSPO CEO Designate introduced herself to the SRWG. Due to the pandemic and the current resourcing capacity at the Secretariat, she requested a month's pause on the SRWG meetings, giving the SRWG a break during the summer holidays after 3 months of intensive work. She emphasised her support on Shared Responsibility (SR) and is committed to be the champion of SR. The temporary pause will allow the Secretariat sufficient time to review the Shared Responsibility proposals in the wider context of the organisational capacity and strategies for SR during the upcoming strategic business planning meeting in mid-August 2020. The SRWG agreed to the temporary pause.

The plan is that the SRWG will be asked to regroup early September 2020. In that meeting the CEO Designate promised to provide an update to the SRWG. The SRWG will take a break until reconvened t, with no meetings and homework in the meantime. As they will be off and unavailable, they agree to hold off on scheduled webinars and other external communications.

There was an update from each of the subgroups of work accomplished in July with any pending questions during the meeting. The Technical Facilitators and the Secretariat will continue their tasks at hand, bringing together the subgroup work and organising the feedback to be ready to restart in September 2020. This will also include the initial analysis for potential to benchmark other initiatives.

The co-chair thanked everyone for attending the meeting, and look forward to seeing everyone in September 2020.

The meeting was closed at 7.30 PM (MYT).

## MINUTES OF MEETING OF RSPO RSPO Shared Responsibility Working Group (SRWG) 3rd Technical Meeting

Date: July 29, 2020 (Wednesday)

Time: 6 PM to 7.30 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

### Attendance:

<p><b>Members and Alternates</b></p> <ol style="list-style-type: none"> <li>1. Girish Deshpande (GD, P&amp;G)</li> <li>2. Natasha Schwarzbach (NS, PepsiCo)</li> <li>3. Ilka Peterson (IP, WWF International)</li> <li>4. Harjinder Kler (HK, HUTAN)</li> <li>5. Catarina Vivalva (CV, BNP Paribas)</li> <li>6. Ghislaine Nadaud (GN, ABN Amro)</li> <li>7. Lee Kuan Yee (LKY, KLK)</li> <li>8. Mariama Diallo (MD, SIAT SA)</li> <li>9. Ian Orell (IO, Sime Darby/ NBPOL)</li> <li>10. Joshua Lim (JL, Wilmar)</li> <li>11. Ben Vreeburg (BV, Bunge)</li> <li>12. Miho Yamazaki (MY, AEON)</li> <li>13. James Whitehead (JW, FPP)</li> <li>14. Nursanna Marpaung (NM, HUKATAN)</li> </ol> <p><b>Absent with Apologies</b></p> <ol style="list-style-type: none"> <li>1. Lim Sian Choo (LSC, Bumitama)</li> <li>2. Julian Walker-Palin (JWP, RPOG)</li> </ol> <p><i>**Note: Names in bold indicate substantive members of SRWG.</i></p>	<p><b>Technical Facilitators</b></p> <ol style="list-style-type: none"> <li>1. Bilge Daldeniz (BD, Proforest)</li> <li>2. Claire Reboah (CR, Proforest)</li> <li>3. Aimee Russillo (AR, LiSeed Consulting)</li> </ol> <p><b>RSPO Secretariat</b></p> <ol style="list-style-type: none"> <li>1. Beverley Postma (BP)</li> <li>2. Oi Soo Chin (OSC)</li> <li>3. Chung Yee Ling (CYL)</li> </ol>
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No	Description	Action Points
1.0	<p><b><u>Welcome Note</u></b> The SRWG co-chairs welcomed everyone to the 3rd SRWG Meeting.</p>	
2.0	<p><b><u>Progress of SRWG</u></b> Within 3 months, the SRWG had a total of 12 calls (including SRWG meetings and subgroup meetings), went through 10 homework templates, answered 41 Survey Monkey questionnaires, and drafted 26 documents. The SRWG also reported to date with 100% sector participation in all SRWG and subgroup meetings.</p> <p>Each of the subgroups work during July was presented back briefly to the group with progress, areas to be further developed and questions for the full group or public consultation,</p> <p>The Assurance subgroup has moved the work on the manual and verifiers significantly forward with only a few open questions and areas for wider consultation. However, the approach for small organisations are yet to be clarified.</p> <p>The Incentives and Sanctions subgroup has developed the document close to be read for consultation. There is a need for a clearer (higher) value proposition to identify the laggards and small organisations are yet to be clarified. The subgroup agreed that sanctions will be the last resort and will align those with broader RSPO systems.</p> <p>The Resourcing subgroup has moved the work on the manual for this section, with clarity on identified 5 investment streams for the uses of funds. Discussion and a decision is still needed on the sources of funds and small organisations. The sources of funds will be considered within wider RSPO strategies.</p>	

3.0

**Message from the RSPO CEO Designate**

The Technical Facilitator introduced the RSPO CEO Designate, Beverley Postma to the SRWG. The RSPO CEO Designate introduced herself to the SRWG, the first working group she has formally attended.

It was announced that the SRWG will be taking a temporary pause from the month of August 2020. The temporary pause will allow the Secretariat to review the Shared Responsibility (SR) proposals in the wider context of the organisational capacity and strategies for SR during the upcoming strategic business planning meeting in mid-August 2020.

The CEO Designate explained the importance of the temporary pause to the SRWG and added that she fully supports Shared Responsibility and is committed to it. She also added that she will be the champion of Shared Responsibility.

The SRWG expects the Secretariat to consider all input and already agreed upon decisions from the SRTF and SRWG, during their upcoming strategic business planning meeting on SR in mid-August. The CEO Designate assured the SRWG that the BoG endorsed recommendations from the SRTF will not be changed during the strategic business planning, and emphasised that the strategic business planning will focus on the resourcing discussion of SR.

The SRWG co-chairs thanked the CEO Designate for the announcement, and agreed to allow the Secretariat some time to reflect on their work. The SRWG agreed to the temporary pause and requested an update from the CEO Designate early September 2020, which she promised to do.

1. The SRWG will take a temporary pause from the month of August 2020.
2. RSPO CEO Designate to provide an update to the SRWG early September 2020.

<p>4.0</p>	<p><b><u>Next Steps</u></b></p> <p>The SRWG members will take a break for the entire August, however the Technical Facilitators and the Secretariat will continue working on their tasks at hand.</p> <p>The key points for further work, such as the benchmarking, were shown to the SRWG and these will be carried on by the Technical Facilitators during the August break. These include:</p> <ol style="list-style-type: none"> <li>1. Draft manual next iteration</li> <li>2. Verifiers next iteration</li> <li>3. Specifying the templates to be developed</li> <li>4. Specifying which guidance and definitions are needed</li> </ol> <p>The cross-cutting pieces for further consultation have also been identified, notably the approach to small organisations, and the Technical Facilitators have come up with some options for the Assurance subgroup.</p> <p>Benchmarking will also be carried on, and the selection criteria will be put together in terms of:</p> <ul style="list-style-type: none"> <li>• Scope - sector, requirements, applicability</li> <li>• Relevance - uptake, overlap with SR requirements</li> <li>• Independently verified and public</li> </ul> <p>21 identified initiatives will be assessed against the selection criteria with up to 5 most promising ones to be benchmarked.</p> <p>There will be no homework for the SRWG members in August 2020.</p>	<ol style="list-style-type: none"> <li>1. Technical Facilitator will circulate Implementation Manual Draft and verifiers to SRWG.</li> <li>2. Technical Facilitator will further expand the FAQs.</li> <li>3. Technical Facilitator will prepare ToR for volumes subgroup and supply/ demand model populated with scenarios.</li> <li>4. A check in call on benchmarking will happen early September to update on the outputs and workplan.</li> </ol>
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5.0	<p><b><u>Communications with Stakeholders</u></b>          After a series of discussion, the SRWG members decided to hold any forms of communications planned/ scheduled (i.e. Webinar, e-gazette articles) for SR until early September 2020, due to the unavailability of many SRWG members during the break to respond to stakeholder questions. This will provide time for the Secretariat to utilise the time to work on the materials for the external communications on SR.</p>	<ol style="list-style-type: none"> <li>1. The scheduled webinar and e-gazette article will be put on hold until September 2020.</li> <li>2. The scheduled public consultation in September/ October 2020 will be postponed.</li> <li>3. The scheduled 4th SRWG Meeting on August 27, 2020 will be cancelled.</li> </ol>
6.0	<p><b><u>Closing Remarks</u></b>          The SRWG co-chairs thanked everyone for attending the meeting, and look forward to seeing everyone again in September 2020.</p>	