

Minutes T&T meeting Medan 11 November 2013

Agenda

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6. SSC Benchmark - update ??
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Present

Alasdair McGregor	BM Trada (AG)
Bob Norman	GreenPalm (BN)
Ed McPhillimy	Oriflame (EM)
Eddy Esselink	MVO (chair-EE)
Harald Sauthoff	BASF (HS)
Inke van der Sluijs	RSPO secretariat (minutes-IS)
Jan van Driel	RSPO secretariat (JD)
Joël Pattij (observer)	UTZ
Liz Crosbie	Strategic Environmental Consulting (LC)
Margriet Glazenberg (observer)	UTZ
Melissa Yeoh	WWF (MY)
Michelle Morton	Shell International (MM)
Mooi-See Tor	Proforest (MT)
Liza Murphy	UTZ (LM)
Olivier van Oort	Consultant (OO)
Robert Kessels	Sipef (RK)
Sietse Buisman	Cargill (SB)

Absent

Adam Thomas	New Britain Palm Oil
Alien ten Kleij	Control Union
Belinda Howell	Retailers' Palm Oil Group
Ben Vreeburg	IOI Loders Croklaan
David Ogg	Consultant
Erin Logan	ProForest
Gerard te Nuyl	Wilmar
Hugo Byrnes	Ahold
Marieke Leegwater	Solidaridad
Martin Craven	AAK
Sandra Mulder	WWF NL

1. Opening

EE opens the meeting.

2. Agenda

BH sent a proposal for a new membership structure to the chair T&T as well as to the EB. We will try to discuss this today.

3. Minutes last meeting

The participant list will be corrected.

4. Announcements

There are no announcements from the RSPO secretariat.
BM Trada has received its ASI accreditation for RSPO.

5. SSC Review - update

The Task Force for the SCC review met on November 11, 2013. It was a positive and productive meeting thanks to the facilitation of Dirk Hulverscheidt and Andy Green. Currently, there are nine documents that are relevant to the supply chain certification. These will be combined to two documents: Supply Chain Standard (for member companies) and the Supply Chain System (for Certification Bodies).

A meeting with the RSPO accredited CBs will take place on the 2nd and 3rd of December. The reviewed documents will be discussed as well as the results of the benchmark study.

A conference call with the Task Force will be planned for December and the next physical meeting will be in January. The public consultation can start after finalizing the documents.

It was suggested that we include recommendations (easy fix, language issues) from the benchmark study. This will be discussed with Andy Green and possibly SGS will be requested to consolidate recommendations.

The communication and claims documents can be reviewed after the supply chain documentation. The Task Force needs to be clear on the MB system and make sure that there is alignment between the documents.

6. SSC Benchmark – update

As already discussed the benchmark study was performed and during the last T&T meeting we decided that these conclusions should be checked by a 3rd independent party. Further, GMP+ should possibly be included. The T&T agrees that a check by a 3rd party is not necessary anymore and we need to include recommendations in the SCC review where possible and appropriate. AG and JD will discuss this with Andy and possibly with SGS (**Action 1**). Further, the results could be shared with the CBs. This will be done during the December 2nd and 3rd meeting with the CB's.

7. New IT system

EE briefly recaps where the discussion ended the last T&T meeting and what a smaller group discussed after the meeting. The main purpose of system is to measure market uptake, ensure credibility (prevent overselling), and facilitates the financing structure. Further, we discussed the definition of market uptake as the RSPO has used it over the last years:

$$\frac{\text{total sales of RSPO certified palm oil from the mills to the first buyer (physical + certificates)}}{\text{total production of certified volume}} \times 100\%$$

Then the functions of IT system were discussed.

The availability of product can be found at the market directory of RSPO (http://www.rspo.org/en/online_market_directory).

The proposal is to:

- Report by mills and first buyer (currently defined as shipping announcement)
- Report market uptake
- Have checks on annual volumes oils in / oil out in the supply chain by auditors
- Proceed with system requirements

Plantations can be RSPO and ISCC certified. Therefore, mills can decide to sell the material with a ISCC certificate or RSPO certificate. Potential double selling (sales as RSPO and e.g. ISCC) cannot be prevented with an IT system because there is no information on e.g. ISCC sales.

RK would like to see a discussion on the underselling. If a company expects to produce more palm oil than it was certified for, an annual surveillance can be requested and figures can be adjusted.

The annual checks by CBs is of added value and should be sufficient for RSPO.

All agree that this is the way forward although the NGOs and retailers should be informed and consulted (**Action 2: EE and IS**).

After RT 11 the RSPO secretariat has decided to go out for tender for a consultant writing the URS for a new integrated IT system, supporting the RSPO certified products trade and traceability.

8. Update on consolidation GP/UTZ

LM presents the update on the link between eTrace & GreenPalm. The first step will be a “bridge”, a central database that will track all CB approved volumes as entered in eTrace and will be the source of available volumes for either physical or Book & Claim trading. The two systems (GreenPalm and eTrace) will continue to operate independently but will now refer to a central source of available volumes adjusted to reflect physical and Book & Claim sales. Coding is beginning and is expected to be completed by the end of Q1 2014, with implementation completed by end of Q2 2014. UTZ and GreenPalm will tightly coordinate this work to ensure a smooth transition.

The next step is the inclusion of all product streams, inputs and trades into eTrace to allow integrated reporting on full market uptake across the full range of possible products/streams, including market tracking and uptake analysis (The single system solution). UTZ is now adding RSPO-RED, FFB and CSPKO to eTrace and will be looking at needed revisions to the existing CB Portal. This work is at varying stages of development and all of this new functionality will be in place by late Q3/early Q4 2014 (RSPO RED and the GreenPalm link schedules have not changed). UTZ is coordinating with GreenPalm on interim consolidation issues for PK and other products as needed.

9. Meeting schedule 2014

January 15 at 8 am CET: Telco

March 11

July 9 (or around the EU Round Table in June)

November (combine with RT)

10. AOB

RK: what will happen with growers in constituencies. This point will be taken up by EE. For time being we work with current T&T memberships.

LC: we need a better handle on project management. Can we use Sharepoint for all documents?

MY: next meeting come to consensus on IT system. What is the timeframe?

EM: what is the procedure when people leave the T&T? A person can be replaced, please contact the chair when a volunteer has been found.

We did not have time to discuss BH's proposal on the membership fees. We will wait until we receive a request from the EB to advise on this matter.

11. Closing remarks

None.