

Point	Action	Responsible	When
2	<b>Minute review 3rd Oct</b>	Eddy	
	No action coming out of help desk request from RSPO secretariat. Needs to be addressed. EU and other regions as well.	Darryl Weber	
	Comment on IT system to be explored further today		
3a	<b>Secretariat announcement</b>	Joyce	
	CB area on line since 15th Jan		
	T&T members representation update	Joyce/Eddy	next T&T meeting
	UTZ fee reduction and joint agreement RSPO/UTZ. US\$ 0.25 reduction negotiated by Mr Chung for RSPO. Open book on UTZ margin and cost structure end Feb 2013 by Chung. RSPO should evaluate reduction proposal together with discussion on GP cost structure	Chung	info
	All CB's applied for ASI accreditation		info
	new SCC 230, SCC facilities 593 cumulative to end Jan 2013. Very small number not reaching end users		info
	RSPO endorsed SC lead auditor training by David Ogg. Courses in York, Nuremberg & KL		info
	RSPO secretariat moved up to 37th floor same building		info
	RSPO Secretariat Roadmap & progress monitoring to be presented	joyce	
	Salahuddin to report discussions on behalf of the T&T to the EB at the end of February	Salahuddin	2/25/2013
3b	<b>P&amp;C review update</b>	Marieke	
	Agreement reached on new version P&C after 4 long days. Concensus reached!		info
	Agreement submitted to EB feb & final approval from extraordinary GA April/May. Main points of difference between NGOs and growers on GHG emissions and planting on peat		info
	T&T comments no time to present but changes in guidance on the fringes. (not included in the agreement). Recording of origin of FFB by mills. It would be good to create a definition of origin. This can still be done! EB to provide definition of 'origin' within indicator 4.1.4.	EB	
	text inserted on identification of origin of all FFB's as an ambition for the future and needs EB support to drive this forward	EB	
	draft to be circulated to task force members and steering committee for final text before submission to EB		

4	<b>Review SCC documents</b>	Joyce	
	Why NGO's singled out in preparation phase? Why not treat NGO's like other participants? Can there be public consultation? Propose observer status during meeting for NGO's	Joyce	
	10 proposed meetings suggested one is in LA, 3 Asia, 6 EU?	Joyce	
	How to align this with the new IT system? Important is to get the rules right more than IT		
	Benchmarking and cross referencing with other standard authorities. 95% common alignment with additional 5% which is specific to palm oil. Facilitator should be familiar with other standards.		See agenda point 7
	Process of selecting the facilitator should rest with secretariat, if any members of T&T have suggestions on candidates they are requested to put them forward for consideration. Also looking for volunteers for the task force to hopefully make up a balanced team. Looking for 8-10 members of task force	secretariat	
	T&T to act as steering group for the task force	Eddy, T&T SC	
9	<b>CSPO physical trace UTZ</b>	Daphne, Bob	
	Looking at the 'overselling of CPO' via physical & certificate on the same product		
	Any communication on the result of the review. Only one company 'oversold'. Should be careful over selling ISCC product simultaneously (double accounting)		
	Based on reconciliation work done, secretariat should cover the consideration made during presentation. (Expand work done by UTZ/GP.)	secretariat	
	Green Palm Update	Bob	
	Audits refer to desk top audits on page 5		info
	Open book on margin at Green Palm, submitted to secretariat 1 month ago		info
	Proposal on uncompleted green palm audits to be rephrased and resubmitted to T&T for approval	Bob	
	Proposal on raising level for green palm credits to 2000 for annual audits (500-2000 every 3 years). Put on hold until completion of the SCCS review. (Requirements for certificates should be in line with physical trade.)		info
5	<b>New IT system</b>	Hidde	
	3 partially overlapping data bases - Greenplan, UTZ, RSPO. Intention is to use RSPO system 'Salesforce' as the new common platform. Cloud based system		
	RSPO demands no more complicated than ISCC; ISCC system being used as a potential model going forward		
	What kind of data would you like to see from system. Question to secretariat	secretariat	

	Secretariat needs to be able to get information on what has been produced & market update on IP, SG & MB. Also, has SG material been downgraded to MB further down the supply chain		info
	System needs to provide credible data without adding too much work		info
	Consensus on: Agreed on consolidation of separate data bases, saleforce for the future		
	Consenses on: Harmonize physical & certificate data		
	Consensus on: Agreed that we do need to get better information on market update - timing, region, status		
	Consensus on: Need system of gathering & uploading data with least effort		
	Consensus on: Primary importance is the credibility of RSPO system		
	No concensus yet on; can we use current UTZ/Green Palm system; what level of data we need for market update; if we need to capture data at every step (like in current eTrace). Need summary proposal with potential options for secretariat with input from T&T members	hidde; eddy	
	Suggestion to make system possible to record at all steps but voluntary reporting in the middle	belinda	
	Proposal to move RSPO fee from first buyer to final refinery. Need to review financial impact on RSPO if proposal goes ahead		next T&T meeting
6	<b>Update on e-trace adjustments</b>		
	Traceability System Panel (TSP) reviews issues raised and tasked to come with a solution. Biggest issues cross over from old licence to new licence	OvO	
7	<b>Benchmarking alignment with other schemes</b>		
	Current practice: CB's already joining together information for different certifying schemes and jointly auditing. (GSFI approved schemes)		
	Secretariat needs to meet with other bodies such as Bonsucro, RTRS to have a joint aproach where there are common areas for audit within chain of custody. Principle already established in biofuel area.	secretariat	
	Discussion on whether this should this be part of the SCCS review?		
	Gap analysis to be carried out by paid independent company. Need to inform secretariat of relevenet schemes	Liz/Belinda	
	Set up WG to perform gap analysis based on relevant schemes (input Liz, Belinda)		
8	<b>Downstream group certification</b>		
	Need to review existing document from David Ogg dated Jan 2013.	secretariat	
	Secretariat should propose what should be in the standard and allow for group certifications	secretariat	

10	<b>RSPO Consumer Perception</b>		
	Need for link between road map & the T&T group		info
	Work of T&T group it to build trust in the RSPO brand, not the groups job to communicate		info
	Decision: C&C meeting should follow up on consumer perception. Secretariat to inform C&C.		
11	<b>AOB</b>		
	Need to look at the benefits of 5 yr certificate as there doesn't seem to be a financial benefit		SCC Review
	Minutes to be shared with other working groups on RSPO website		
	Update on biofuel schemes next meeting	Erin	
	clarification of RSPO wording on documentation in the supply chain and end users (Carrefour)		SCC Review
	Should T&T group facilitate resolution at last RT requires all RSPO members to report according P&C. Too many non disclosures		next T&T meeting