



IOI GROUP

IOI Sustainability Advisory Panel (SAP) – 02/2017 7th June 2017

External Attendees (Conference call)	David McLaughlin, WWF-U.S Karimah Hudda, Mondelez International Simo Honkanen Neste Corporation (Observer) Johan Lunabba Neste Corporation (Observer) Johan Verburg Oxfam (Observer)
IOI Attendees	Dato' Lee Yeow Chor (CEO, IOI Group) N.B. Sudhakaran (Head of Plantation, IOI Group) Dr Surina Ismail (Group Head of Sustainability, IOI Group) Ben Vreeburg (Director of Sustainability, IOI Lodders Croklaan)
Facilitator	Rob Bailes (Associate Director, Robertsbridge) Christopher Broadbent (Deputy Chairman, Robertsbridge)

SUMMARY OF MEETING NOTES

1. Finalise Terms of Reference

- The revised draft SAP Terms of Reference (ToR) were discussed and the necessary adjustment made before being finalised and recirculated to the Group.
- Panel members and observers will seek internal sign-off on the ToR ahead of the face-to-face meeting in London on the 16th June.
- Further clarity on the time requirements of Panel members, as well as the distinction between Observer and Member status, was requested.
- A wording adjustment made to the ToR will reflect that the role of the Panel is advisory only, and not as a decision-making body. It was further agreed that:
 - Panel members are free to advise and make recommendations to IOI who, in turn, may choose to accept or reject this advice.
 - A diversity of views and advice among the Panel is to be expected and valued, reflecting the different perspectives being brought to the table.
 - Where there is diversity of perspective and advice, this will be recorded in the meeting minutes.
 - Panel members remain free to distance themselves from the Panel should they disagree with the advice being provided.

2. New Panel members

- Karimah Hudda, Global Sustainability Lead, Procurement, Mondelez International was welcomed to the Panel as a new member.

- Panel members now total five (2 NGO, 1 Industry Expert, 2 Customers). It was generally agreed that this reflects a good number and diversity and, whilst the door remains open to additional members (particularly where they would bring value) there will be no pro-active effort to recruit additional Panel members currently.
- The two remaining Panel members with observer status agreed to consider whether to move to full Panel membership. IOI suggested that there is little distinction between Observer and Member status given the Panel is advisory only.
- Oxfam's commitment to the Panel is for one-year only, after which they will have a formal internal review to decide whether or not to continue.

3. Agenda for June 16th meeting

The proposed agenda for the 16th meeting is:

- IOI Policy and Implementation Milestones
- Update on RSPO Complaints (with reference to RSPO/IOI documentation)
- Independent Progress Evaluation – assessors
- Panel action plan for next 12 months
- Document sharing

4. IOI Policy and Implementation Milestones

- IOI briefed the Group on the status of the Milestones, which have now been clarified and agreed with the relevant NGOs.
- IOI is updating its Sustainable Palm Oil Policy in accordance with element 1 of the milestones and expects to have that done the w/c 12th June.

5. SAP Process & AOB

- It was confirmed that the Panel, in the interests of transparency, will publish abridged (non-attributable) meeting notes following each meeting. These will be circulated to all members for approval and comment before publication.

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