

Sustainable Rice Platform Association

2nd Annual General Assembly

16 December 2020

Minutes of Meeting

Minutes of the 2nd Annual General Assembly Meeting of the "Sustainable Rice Platform Association"

The meeting was declared quorate with 58 registered member representatives (as listed in Annex 1).

Matthias Bickel, Chair of SRP Board, welcomed attendees and explained the purpose of the meeting, held in compliance with SRP e.V.'s Statutory Requirements as stipulated in § 13 of the Articles of Association, and was conducted by means of a virtual platform (MS Teams) given the ongoing Covid-19 global pandemic.

Following the reading of an Anti-Trust Statement by Wyn Ellis, SRP Executive Director, Dr. Bickel continued to chair the meeting, assisted by Adrian Sym, Secretary of SRP Board.

Endorsements:

The **Minutes of the 1st Annual General Assembly** (30 September 2019, Annex 2) were endorsed by the General Assembly with no objections.

The **Agenda for the 2nd Annual General Assembly**, as circulated in compliance with § 13 (5) of the Articles of Association, was unanimously adopted.

Agenda item 1: Statutory Functions of the General Assembly, and Report of the Chairperson

Matthias Bickel (Chair of SRP Board)

Following introductory remarks on the statutory functions of the General Assembly, the Chair delivered his annual report, covering the following:

- A new virtual mode for the Annual General Assembly meeting
- Relocation of the SRP Secretariat office in Bangkok, Thailand as of February 2021, with the administrative seat of SRP e.V. remaining located in Bonn, Germany
- A new organizational structure of SRP e.V. to reflect an expanding capacity under the develoPPP.de initiative
- Impact of Covid-19 pandemic on the rice sector and SRP's activities; key lessons learned
- Achievements across 4 focus areas in 2020 (organizational capacity, value proposition for farmers and stakeholders, programmes and partnerships on the ground and through training, as well as new partnerships for SRP training, and reporting).
- Awareness-raising social media campaign

Noting that SRP had reached 42% of its stated mission that 1 million farmers adopt climate-smart, sustainable best practices by 2023, the Chair pointed to the following key challenges for SRP e.V.:

- Securing non-commercial tax-exempt status for SRP e.V. with the German tax authorities
- Ensuring business continuity and scaling of SRP at a high quality during the COVID-19 pandemic (e.g., through solutions such as remote capacity building, remote inspections)

- Broadening the revenue base to sustain the SRP e.V. infrastructure and Secretariat at a professional level beyond 2023

The Chair also noted the need for an Extraordinary General Assembly Meeting in Q1 2021, when full audited annual accounts for 2020 can be presented for endorsement by the membership. This will be further addressed under Agenda item 7 (Discharge of the Board).

Endorsements:

The **Report of the Chairperson** was endorsed by the General Assembly with no objections.

Agenda item 2: Report on Budget and Partial Annual Accounts 2020

Christ Vansteenkiste (Treasurer of SRP Board)

The Treasurer presented his report on the partial annual accounts for 2020, including actual performance against budget up to 30 September 2020 (Annex 3). The report includes statements on USD-denominated funds held by UNEP and the Euro-denominated funds held in SRP e.V. Volksbank account in Bonn, Germany, which was opened in April 2020.

The Treasurer reported that waivers of 2020 annual membership fees were granted to several members due to the impact of Covid-19.

Total expected collection for 2020 was estimated at €333,089, which is in alignment with the projection of €330,000 as per the 2020 annual budget (revised in June 2020). This translates into an end-of year balance of €198,577 in the SRP e.V. Volksbank account and USD42,877 held by UNEP.

A complete audited Annual Accounts will be presented for endorsement to an Extraordinary General Assembly to be convened by end Q1 2021.

Election of Cash Auditors

The General Assembly elects two cash auditors for a period of one year. The auditors shall audit the annual accounts. They shall record the audit result in writing and present it to the next Annual General Assembly meeting. They have the right to check the Association's treasury and accounting at any time.

Two member representatives **Bruno Fischer** (Foodtech Solutions) and **Kristian Moeller** (GLOBALG.A.P.) volunteered to undertake this task to represent the membership in providing oversight over budget management.

The General Assembly, by simple majority, endorsed both candidates as duly elected for the post of Cash Auditors.

Agenda item 3: Report of the Board Committee on Governance and Risk

Tanja Havemann (Committee Chair)

The Committee Chair introduced this newly-formed Board-level Committee, whose purpose is to offer guidance to the Board on governance, including the following, as articulated in the Committee's Terms of Reference:

- Facilitate implementation of SRP Annual Action Plan
- Review of statutory & guiding documents (Articles of Association and Bylaws)

- Legal status to meet governance requirements
- Assess and monitor organizational risk issues
- Advise on local implementation structures
- Continuity and diversity in Board composition
- Any other relevant risk and governance related matters as they arise

Key priorities for 2021 include legal / tax compliance, access to bank accounts, financial governance and Board diversity.

Agenda item 4: Report of the Board Committee on Resource Mobilization

Vita Jarolimkova (Committee Chair)

The Committee Chair presented a report on the new Committee's composition, purpose and preliminary activities, as articulated in the Committee's Terms of Reference. The Committee first undertook a review of the draft SRP Strategic Plan & Annual Action Plan and recommended their endorsement by the Board for submission to this General Assembly.

The Committee's priorities for 2021 include the following:

- Engagement strategy for key donor agencies. Including efficient process for identifying and evaluating funding opportunities
- Support membership, communications and events, including establishment of SRP National Chapters and the Biennial Sustainable Rice Conference & Exhibition (SRP Annual Action Plan 2021 Key Result Area 2)
- Support capacity building efforts for upstream value chain actors and value proposition for downstream value chain actors (SRP Annual Action Plan 2021 Key Result Area 3)
- Resource mobilization, Partnerships and special initiatives
- Operationalize the SRP Strategic Plan (SRP Annual Action Plan 2021 Key Result Area 5)

Agenda item 5: Amendment to the Articles of Association

Adrian Sym (Secretary of SRP Board)

The Secretary informed the General Assembly of the Board's approval at its meeting 6-20 on 9 December 2020 of an amendment to § 23 of the Articles of Association. Pursuant to § 22 of the Articles of Association which grants a mandate to the Board to amend the Articles specifically in order to facilitate granting of tax-exempt status to SRP e.V., the General Assembly was informed of this change which did not require GA endorsement.

§23 (1) of the Articles of Association is amended to read as follows:

"§23(1): In the event of the dissolution of the association or in the event that tax-privileged purposes cease to exist, the assets of the Association shall be transferred to a legal entity under public law or another tax-privileged corporation to be determined by the Board, which shall use them directly and exclusively for the promotion of environmental protection in the sense of § 52 para. 2 no. 8 Fiscal Code of Germany."

(Formerly: “In the event of the dissolution of the Association or the discontinuation of tax-privileged purposes, the assets of the Association shall pass to a legal person under public law or another tax privileged corporate body, to be determined by the Executive Board, which shall use it directly and exclusively for non-profit, charitable, or ecclesiastical purposes.”)

Agenda Item 6: SRP Strategic Plan 2021-2025, Annual Action Plan 2021 and Budget 2021

Wyn Ellis (SRP Executive Director) and Christ Vansteenkiste (Treasurer of SRP Board)

(a) Strategic Plan 2021-2025

The Executive Director presented a draft Strategic Plan 2021-2025 (Annex 6) as approved by the Board at its meeting 6-20 on 9 December 2020, for endorsement by the General Assembly.

The Plan is the outcome of extensive consultation with members and external stakeholders, dating back to a Strategic Visioning Exercise held in 2018 and review by a Business Model Task Force comprising SRP Board members as well as the newly-established Board Committee on Resource Mobilization.

The plan sets out a path to delivering on SRP’s Vision, Mission and Goal through scaling adoption of SRPs’s core tools and services (Standard, Performance Indicators, Assurance Schema and Training) via the following three strategic pillars:

1. Develop sustainable rice value chains
2. Create partnerships / incentives
3. Serve as knowledge hub

Under the Strategic Plan, SRP has three key roles/entry points to catalyze transformative change:

1. Policy influencer
2. Scheme Owner (SRP Standard / Assurance)
3. Convenor

Operationalizing the Strategic Plan will require revenue growth and diversification of the revenue base. The plan projects revenue growth from €458,000 (2021) to €1,350,281 (2025) with dependence on annual membership dues reduced from 91% to 45% of total revenues over the same period.

(b) Annual Action Plan 2021

The Executive Director presented a draft Annual Action Plan 2021, aligned with the draft Strategic Plan, as approved by the SRP Board at its meeting 6-0 on 9 December 2020, for endorsement by the General Assembly.

The Action Plan is structured around five Key Result Areas as follows, each with quantified time-bound targets and accountability:

- **KRA 1:** Statutory requirements (immediate term); Credibility, stability and sustainability (medium/long-term)
- **KRA 2:** Membership; National Chapters, communications and events

- **KRA 3:** SRP core tools and trademarks; training and capacity building for upstream value chain actors; value proposition for downstream value chain actors
- **KRA 4:** Monitoring, evaluation, and learning, data management and data-driven reporting on impacts;
- **KRA 5:** Resource mobilization, partnerships and special initiatives.

(c) **Budget 2021**

The Treasurer presented a draft Budget 2021, integrating the sources of funds (SRP e.V., develoPPP.de, other) and showing an anticipated end of year net balance for SRP e.V. of €215,555 by December 2021.

The following comments and suggestions were raised by members:

- Strategic Plan page 23: under Target 2021 first line there is budget item of 0,5€ per 25k hectare. Please explain (*Bruno Fischer/Foodtech Solutions*).
- Strategic Plan page 26: The cost assumptions do not mention National Chapters. Will there be no financial relations / consequences of those? (*Bruno Fischer/Foodtech Solutions*)
- Establishment of an online documentation repository for all SRP documents (including Articles of Association, Bylaws, protocols, annual work plans/budgets, financial and audit reports, manuals, training materials, calendar of SRP meetings and events, contact lists, including board members and committee chairs), with access available to all SRP members (*Bruno Fischer/Foodtech Solutions*).
- Pillar 1 of the Strategic Plan: "Sustainable Value Chains should address social policy, gender equality (*Katja Freiwald/UN-Women*).

The Executive Director noted these suggestions and informed of ongoing discussions with UN Women and Oxfam on mainstreaming gender equality in all SRP operations tools and governance. A full review will be conducted covering gender and diversity in 2021.

The Strategic Plan 2021-2025, Action Plan 2021 and Budget 2021 were unanimously endorsed with no objections.

Endorsements:

The **SRP Strategic Plan 2021-2025** was unanimously endorsed by the General Assembly.

The **Annual Action Plan 2021** was unanimously endorsed by the General Assembly.

The **Budget 2021** was endorsed by the General Assembly with no objections.

Agenda item 7: Questions and Answers, and Discharge of the Board

Questions

The following concerns were raised by members:

1. *Peter Feilberg / Trusti Widiastuti (Preferred by Nature, formerly NEPCon)* expressed concern over governance and the need to set up a clear decision-making mechanism and demarcation of roles and responsibilities among SRP Secretariat, Board Members and GLOBALG.A.P. in order to address operational and technical issues requiring timely responses to avoid reputational and financial risks related to implementation of the Assurance Scheme. This is to be addressed by the Board Committee on Governance and Risk Board Committee.
2. *Christopher Quirk (Sunrice)/Christ Vansteenkiste/RIKOLTO* expressed concern over Board structure and tenure. CQ noted that Board positions are synchronous with 3-year tenure, and called for rotation, better matching of selection of new Board members with required qualifications and skills, and a broader diversity in representation.
3. *Peter Feilberg (Preferred By Nature)*: In regard to the risks faced by SRP, the most significant risks are related to reputational risks from running the Assurance Scheme (e.g., arising from, fraud, trademark missuses, lack of compliance). Will these categories of risk fall under the remit of the Governance and Risk Committee?
4. *Martin Albani (IFC)*: Concern over high cost of legal fees was raised in relation to establishment of legal entity.
5. *David Chen (Golden Sunland)*: Responding to the statement that National Chapters need to be funded at national level in order to build ownership, what is the recourse if there is no interest at national level?

The Chair noted all concerns and pledged to address all issues raised, including as part of relevant Committee work.

Discharge of the Board (Request for deferment)

The Chair reminded the meeting of the purpose of discharging the Board, which is to release the Board of legal and financial liability. Full discharge may only be granted if the audited annual accounts are available. On the advice of legal counsel, the Chair recommended that the General Assembly defer discharge to an Extraordinary General Assembly Meeting to be convened during the first quarter of 2021 when the full audited annual accounts for 2020 can be presented.

Endorsements:

The General Assembly voted by simple majority (with 24 votes in favour, no objections and 5 abstentions) to **defer the resolution to discharge the Board** as proposed.

Agenda Item 8: Announcement of Election Result for One Vacant Board Seat

Adrian Sym (Secretary of SRP Board)

The Secretary announced the result of the online election conducted securely by a third party provider to fill the vacated 'At-large' Board seat open to members from any constituency. Of the three nominated candidates standing for election, **Tanja Havemann** (Founder and CEO, Clarmondial AG) was elected with 64% of eligible votes. Ms. Havemann confirmed her acceptance of the position for the full 3-year term stipulated in the Articles of Association.

Announcement

Wyn Ellis (SRP Executive Director)

The Executive Director informed members of new arrangements for the 10th SRP Annual Plenary Meeting, which this year will be held as a 'SRP Rice Week' comprising a series of daily online sessions from **29 March - 2 April 2021**, to be managed by a digital events organizer. This will be a single track event with all sessions recorded to allow viewing at leisure across all time zones.

The primary aims of the Annual Plenary are (a) to update the membership on progress in SRP's strategic direction, programmes and organization; (b) showcase member initiatives and projects; (c) discuss relevant thematic topics within the wider development context; and (d) offer opportunities for networking and new partnerships.

Opportunities will be available at this Annual Plenary for speakers, sponsorships, side-events, and networking. Interested members were encouraged to contact the SRP Secretariat. A First Announcement will be issued by early January 2021.

Closing Remarks

Matthias Bickel (Chair of SRP Board)

The Chair expressed thanks to all involved in the day-to-day management of the SRP, the entire SRP Board and all SRP members for their active contributions to SRP's progress and accomplishments over the past 12 months. Finally, he thanked all presenters and participants for their active participation in this SRP Annual General Assembly meeting.

The Chair closed the meeting at 10:47 (UTC+1).

Signed by and dated on:

Secretary:

Adrian Sym

Chair:

Matthias Bickel

Annex 1: List of meeting participants

Organization name	Country	First name	Last name	Position
ADC Co.,Ltd	Viet Nam	Thai	Quang Ho	Deputy Director Manager
ADC Co.,Ltd	Singapore	Meng Liang	Sng	Director, Sol Agri Resources Pte Ltd
Agrocolor, SL	Spain	Javier	Ruiz Bretones	Scheme manager
AgroFrontera	Dominican Republic	Frederick	Payton	Executive Director
Ahold Delhaize	Netherlands	Leon	Mol	Director Product Safety & Social Compliance
Al Wahab Rice Mills Pvt. Ltd.	Pakistan	Mehboob	Khan	Sales & Marketing Director
Alliance for Water Stewardship	Scotland	Adrian	Sym	CEO
Amru Rice (Cambodia) Co., Ltd	Cambodia	Kunthy	KANN	Vice President
Atlas Foods (Pvt) Ltd Pakistan	Pakistan	Hafiz	Muhammad Ismail	QA Manager and Projects
Atlas Foods (Pvt) Ltd Pakistan	Pakistan	Muhammad	Asif Rana	Marketing Head
Bayer	Belgium	Keith	Jones	Consultant
Clarmondial	Switzerland	Tanja	Havemann	Director
Control Union	Cambodia	Stephan	Moreels	General Manager
Ebro Foods	Thailand	Diederik	Pretorius	Compliance & Sustainability Director
Ecocert	France	Jose	Gonzalez	Head of Sustainable Farming
Foodtech Solutions (Thailand) Co., Ltd.	Thailand	Bruno	Fischer	Founder, Sales Manager
		Muhammad		
Galaxy Rice	Pakistan	Imran	Shazad	Project Manager
Galaxy Rice	Pakistan	Shahid	Tarer	Managing Director
				Country Coordinator - Nigeria, Competitive
GIZ	Nigeria	Kazeem A.	Adegoke	African Rice Initiative (CARI)
GIZ	Thailand	Matthias	Bickel	Director Agriculture & Food
GIZ	Thailand	Sarida	Khananusit	Project Director
GIZ		Felix	Frewer	
GLOBALG.A.P.	Germany	Kristian	Moeller	CEO
GLOBALG.A.P.	Thailand	Napaporn	Rattanamettha	Technical Key Account manager
GLOBALG.A.P.	Myanmar	Win Pa Pa	Soe	Technical Key Account Manager
Golden Sunland Pte Ltd	Singapore	David CY	Chen	COO
Golden Sunland Pte Ltd	Singapore	Phoebe	Swinn	Business Development Associate
HELVETAS Swiss Intercooperation	Switzerland	Jens	Soth	Senior Advisor
HELVETAS Swiss Intercooperation	Myanmar	Rakesh	Munankami	Project Manager
HELVETAS Swiss Intercooperation		Stefanie	Kaegi	
Instituto Nacional de Investigacion Agropecuaria (INIA-Uruguay)	Uruguay	Alvaro	Roel	Research Leader
Instituto Nacional de Investigacion Agropecuaria (INIA-Uruguay)	Uruguay	Jose	Terra	Director of the National Rice Research Program
International Finance Corporation	Myanmar	Bas	Rozemuller	Project manager
International Finance Corporation	Thailand	Colin	Taylor	Regional Agri Specialist
International Finance Corporation	Thailand	Martin	Albani	Senior Technical Advisor
IRRI	Israel	Remy	Bitoun	Head of IRRI Tech Transfer
KisanKraft Limited	India	Ravindra	Agrawal	Managing Director
KisanKraft Limited	India	Sowjanya	M S	Scientist - R&D Manager
KisanKraft Limited	India	Sumanth	Holla	Scientist - R&D Head
Lidl Stiftung & Co. KG	Germany	Sabrina	Lampe	CSR
				Director of Agricultural brands - Cooperative
Loc Troi Group	Viet Nam	Chau	Nguyen	Band - Agricultural Service Division
				Vice director of Cooperation Band - Agricultural
Loc Troi Group	Viet Nam	Hoang	Nguyen	Service Division
				Secretary of Cooperative Band - Agricultural
Loc Troi Group	Viet Nam	Nhu	Nham	Service Division
Loc Troi Group	Viet Nam	Thuc	Vo	Vice director of Food Division
Loc Troi Group	Viet Nam	Thuan	Nguyen	CEO
				Vice director of Loc Troi Agricultural Research
Loc Troi Group	Viet Nam	Trang	Tran	Institute
LT Foods Limited	India	Jai Sheel Oberoi		Associate Director
Mars Food	United Kingdom	Vita	Jarolimkova	Sustainable Sourcing Manager
Max Havelaar / Fairtrade Netherlands	Netherlands	Jos	Harmsen	Sr. Supply & Development manager
Netafim	Israel	Roei	Yonai	Head of strategic crops
Olam International	Singapore	Paul	Nicholson	Vice President, Rice Research and Sustainability

Pakistan Agricultural Research Council	Pakistan	Muhammad	Yousuf	National Coordinator (Rice)
Preferred by Nature / NEPCon	Spain	Ariel	Zorrilla	Agriculture Manager
Preferred by Nature / NEPCon	Denmark	Peter	Feilberg	ED
Preferred by Nature / NEPCon	Indonesia	Trusti	Widiastuti	Agriculture Specialist
QalySense AG	Switzerland	Maximilian	Weitz	Global Sales Development Manager
Reismuhle Brunnen Co Ltd	Thailand	Chen Fye	Tham	Project Coordinator, Sustainable Rice Project
Rice Department	Thailand	Porntip	Thavong	Expert on Rice product Development
Rice Exchange	United Kingdom	Rue	Swabey	Communications Manager
Rikolto	Belgium	Christ	Vansteenkiste	Rice Cluster Coordinator
				Manager Grower Services & Agronomic
SunRice	Australia	Christopher	Quirk	Development
SunRice	Australia	Lynette	Ryan	Head of Sustainability
Syngenta	Belgium	Keith	Jones	Consultant
UN Environment	Thailand	Jan Willem	Ketelaar	SRP Outreach and Technical Support Consultant
UN Environment	France	Mark Radka		Chief of Energy Branch
UN Women	Thailand	Katja	Freiwald	WEE Lead
Van Sillevoeldt Rijst	Netherlands	Henk	Verschoor	purchase director
WCS	Cambodia	Simon	Mahood	Senior Technical Advisor
Westmill Foods	United Kingdom	Anoushka	Harris	Sustainability Lead
Westmill Foods	United Kingdom	Peter	Colligan	Director of Procurement
				Director Sustainable Agriculture & Food
WWF-Pakistan	Pakistan	Asad	Imran	Programme
WWF-Pakistan	Pakistan	Masood	Khan	Manager

Annex 2: Voting results

Voting Report for the 2nd Annual General Assembly Meeting of the Sustainable Rice Platform e.V (SRP)

Declared at 10.40 (UTC+1) on Wednesday 16 December 2020



Voting Items

1: To endorse the Agenda for the 2nd Annual General Assembly (2020).

	For	Against	Abstain	Total
Voting Instruction	29	0	0	29
	100%	0%		

2: To endorse the Minutes of the 1st Annual General Assembly (2019).

	For	Against	Abstain	Total
Voting Instruction	26	0	3	29
	100%	0%		

Voting Report for the 2nd Annual General Assembly Meeting of the Sustainable Rice Platform e.V (SRP)

Declared at 10.40 (UTC+1) on Wednesday 16 December 2020



7: To defer Discharge of the Board.

	For	Against	Abstain	Total
Voting Instruction	24	0	5	29
	100%	0%		

Summary

Total number of ballots issued:	54
Number of individual voters:	29
Turnout:	53.7%

Yours sincerely,

Simon Thomson
Mi-Voice