

Sustainable Rice Platform

Executive Board Meeting 3/20

4 June 2020 15:00-17:00 SE Asia Standard Time

Venue: Microsoft Teams

Participants

Board Members

Matthias Bickel	GIZ (Chair)	Christ Vansteenkiste	Rikolto (Treasurer)
Paul Nicholson	Olam International (Vice Chair)	Adrian Sym	AWS (Secretary)
Stephan Moreels	Control Union	Remy Bitoun	IRRI (Permanent)
Colin Taylor	IFC	Jai Shal Oberoi	LT Foods
Simon Mahood	WCS Cambodia	Diederik Pretorius	Ebro Foods
Mark Radka	UNEP (Observer)	Keith Jones	Bayer, Corteva, Syngenta
Vita Jarolimkova	Mars Food		

Secretariat

Wyn Ellis	SRP Secretariat (Executive Director)	Lea Las Piñas	SRP Secretariat
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Invited

Ignacio Antequera	GLOBALG.A.P. (Agenda item 7 only)
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Part 1. Summary of Resolutions and Actions Arising

Resolutions

- Resolution 1** : The meeting resolved unanimously to adopt the meeting agenda as circulated.
- Resolution 2** : The Board unanimously resolved to endorse two new SRP logos ('Organizational' and 'SRP-Verified') as proposed by the Executive Director (Resolved by email 11 May 2020)
- Resolution 3** : The Board unanimously endorsed a resolution proposed by the Executive Director to endorse the National Interpretation Guideline for the SRP Standard for Sustainable Rice Cultivation in USA, as submitted by Winrock International in compliance with the SRP Protocol for Developing National Interpretation Guidelines v 2.0 (Resolved by email 23 May 2020).
- Resolution 4** : In view of the recent liquidation of Phoenix Global DMCC, the Executive Board resolved that the company no longer meets the eligibility criteria for SRP membership and therefore is to be delisted as a member with immediate effect, together with the Board membership of Mr Sanjay Sethi, representing Phoenix DMCC, as provided under Article 8(4) of the Articles of Association. The Executive Board also resolved to issue a letter of appreciation expressing the wholehearted gratitude of all Board members to Mr Sethi for his many and diverse contributions and support for SRP and its activities over the past two years (Resolved by email 26 May 2020).
- Resolution 5** : The meeting resolved unanimously to approve minutes of the meeting 2-20 of the SRP Executive Board on 1 April 2020 (Annex 1).
- Resolution 6** : The meeting resolved unanimously to approve minutes of the Extraordinary Meeting of the Executive Board (9 April 2020) as amended (Annex 2).
- Resolution 7** : The meeting resolved unanimously to approve the draft Assurance Scheme v 1.3 as proposed (Annex 7).
- Resolution 8** : The meeting resolved unanimously to approve the two contracts with GLOBALG.A.P. for provision of Assurance Services under the SRP Assurance Scheme: (1) Cooperation Agreement; and (2) Service Level Agreement: Evaluation of Verification Bodies and Auditors, as proposed (Annex 8).

Resolution 9 : The meeting resolved unanimously to approve proposal for Emergency Extension of Validity of Verification Certificates as proposed (Annex 9).

Resolution 10 : The Board resolved unanimously to approve the MOU between SRP and UNEP as proposed (Annex 10).

Actions Arising

- Action 1** : Secretariat to announce call for nominations for the vacant 'At-Large' Board seat (open to any stakeholder constituency), specifying election process and preference for female candidates
- Action 2** : CV to clarify SRP Q1-2 account details with UNEP Finance team
- Action 3** : Secretariat to circulate proposed plan for the #AMillionThanks online awareness campaign
- Action 4** : Secretariat to propose options for organization of the SRP Plenary Meeting and General Assembly 2020 for decision by next meeting of the Executive Board
- Action 5** : MB to share GEF-Thailand Project document and provide breakdown of SRP budget allocations to SRP e.V. under the direct grant from GEF
- Action 6** : Board access to data held by Secretariat to be included in agenda of next Board Meeting
- Action 7** : Secretariat to proceed with Business Plan development, taking into account Board's comments
- Action 8** : Secretariat / GLOBALG.A.P. to proceed according to the Assurance Rollout Plan (Annex 6, 7)
- Action 9** : Secretariat to execute contracts with GLOBALG.A.P. as approved as per Annex 8
- Action 10**: Secretariat to announce extension of validity of verification audit certificates as per Annex 9
- Action 11**: WE to finalize and circulate Chain of Custody Policy
- Action 12**: MR/WE to coordinate execution of the UNEP-SRP MOU (Annex 9)
- Action 13**: MR/WE to complete the Exchange of Letters in regard to physical hosting of SRP Secretariat staff by UNEP.

Part 2: Minutes of meeting (draft)

Chairperson's remarks

The Chairman welcomed participants and declared the meeting quorate, with full participation of all Board Members. Following the reading of an Anti-Trust Statement by the Executive Director, MB noted milestones since the last meetings- development of the Assurance Scheme, finalization of the new SRP logos, Lidl's commitment to join SRP, and the delisting of Phoenix Global DMCC as a member of SRP. On behalf of the Executive Board, MB expressed appreciation to Phoenix for its invaluable contribution to the alliance through Mr Sanjay Sethi's participation.

MB welcomed Vita Jarolimkova (VJ) of Mars Food and informed the Board of her designation to serve as Mars Food's Board representative for the duration of the term of office to which Louke Koopmans was elected. In her introductory remarks, VJ thanked the Chair and reiterated the commitment of Mars Food to SRP's vision and mission and expressed her personal aim to quickly learn about SRP's programmes and agenda in order to ensure effective and impactful engagement from Mars.

1. Approval of agenda

- 1.1. MB proposed that Actions Arising (Agenda 4) be brought forward as new Agenda item 2, to which there were no objections.

Resolution 1: The meeting resolved unanimously to adopt the meeting agenda as amended.

2. Review of actions arising and resolutions approved by email

- 2.1. MB reported that all actions arising from the scheduled (2-20) and Extraordinary Board meetings have been completed.
- 2.2. MB also noted three resolutions reached by email, as detailed in Annex 3. These are hereby adopted in the minutes as follows:

Resolution 2: The Board resolved unanimously to endorse two new SRP logos ('Organizational' and 'SRP-Verified') as proposed by the Executive Director (resolved by email 11 May 2020)

Resolution 3: The Board unanimously endorsed a resolution proposed by the Executive Director to endorse the National Interpretation Guideline for the SRP Standard for Sustainable Rice Cultivation in USA, as submitted by Winrock International in compliance with the SRP Protocol for Developing National Interpretation Guidelines v 2.0 (resolved by email 23 May 2020).

Resolution 4: In view of the recent liquidation of Phoenix Global DMCC, the Executive Board resolved that the company no longer meets the eligibility criteria for SRP membership and therefore is to be delisted as a member with immediate effect, together with the Board membership of Mr Sanjay Sethi, representing Phoenix DMCC, as provided under Article 8(4) of the Articles of Association. The Executive Board also resolved to issue a letter of appreciation expressing the wholehearted gratitude of all Board members to Mr Sethi for his many and diverse contributions and support for SRP and its activities over the past two years (resolved by email 26/5/2020).

- 2.3. MB informed that Resolution 4 will trigger an election for the Board seat vacated by Mr Sanjay Sethi. This seat is not linked to any specific constituency and will be open to all eligible SRP member representatives.

Action 1: Secretariat to announce call for nominations for the vacant 'At-Large' Board seat (open to any stakeholder constituency), specifying election process and preference for female candidates

3. Minutes of last meeting 2/2020

- 3.1. MB proposed endorsement of the draft minutes of Meeting 2-20 of the Executive Board (1 April 2020). There were no objections.

Resolution 5: The meeting resolved unanimously to approve the minutes of Meeting 2-20 of the Executive Board on 1 April 2020 (Annex 1)

4. Minutes of Extraordinary Board Meeting 9/4/2020

- 4.1. MB proposed endorsement of the draft minutes of the Extraordinary Meeting of the Executive Board (9 April 2020).
- 4.2. PN and CV noted that although the meeting had been called specifically to discuss Covid-19 responses, additional unrelated issues were also tabled. PN proposed that the meeting name should explicitly refer to "in light of Covid-19" as the reason for the meeting. This was agreed.
- 4.3. CV requested that the participant list be corrected to remove his name as he was unable to join.
- 4.4. There were no further objections to the minutes.

Resolution 6: The meeting resolved unanimously to approve the minutes of the Extraordinary Meeting of the Executive Board on 9 April 2020, as amended (Annex 2)

5. Secretariat report for April-May (Annex 4 and 4a)

- 5.1. Noting that the Business Model and Assurance Scheme will be covered under Agenda Items 5 and 6, respectively, WE, CV and LLP presented an overview of the following areas of the Secretariat's work during April-May:
- Covid-19 impacts and responses: Secretariat maintaining 'work from home' modality until 30 June)
 - Membership:
 - Lidl to join SRP and distribute SRP-Verified rice in EU
 - Phoenix delisted
 - Several member companies facing payment issues (Secretariat is negotiating)
 - Constituency caucuses under review (PN/AS)
 - Legal & governance:
 - Logos finalized and ready for trademarking [Note: filing now in progress]
 - Contracts with GLOBALG.A.P. agreed (Annex 8)
 - Bylaws reviewed, policies drafted on Procurement, IPR and Data Protection
 - SSFA drafted for IRR
 - MOU agreed with UNEP (Annex 9)

- Human resources: Jan Willem Ketelaar has been hired by UNEP as Outreach Coordinator/Consultant to support the Myanmar Climate Smart Rice Project. He will also be available to support the Secretariat, with no budgetary implication for SRP.
- Country updates:
 - USA National Interpretation Guideline published; benchmarking discussions with USA Rice are ongoing
 - Discussions with GrowAsia re support for National Chapter development (MOU under negotiation by Secretariat)
 - Discussions with Cambodia and Vietnam re National Chapters on hold pending relaxation of lockdown.
- Scaling projects:
 - *MacArthur Prize (\$100 million)*: SRP shortlisted and included among 12 finalists for review by Columbia University
 - *GEF-Thailand Sustainable Rice Landscapes Project*: WE participated in review of Prodoc drafted by GIZ Thailand on behalf of UNEP
 - *DeveloPPP.de proposal*: Awaiting official notification of approval [**Note: now officially approved**]
 - *Climate & Clean Air Coalition (CCAC)*- project implemented by UNEP with SRP and IRRI as partners (\$900,000), now in implementation
 - *DFID Covid-19 Call for Proposals (£400,000)*: with Tesco, Helvetas, Galaxy Rice, Westmill: Concept note submitted, awaiting decision.
- Ongoing initiatives:
 - *Rice-SDG Study, Food Loss & Waste Study*: Concepts developed; working on partnerships, funding and governance; in discussion with WRI, UN Women, FAO and UNEP.
 - *ICT Task Force*: PN is working with the ITC Task Force
 - *Green Finance (with WBCSD)*: Discussion ongoing with World Bank, ADB, Olam and commercial banks.
- #AMillionThanks Campaign:
 - LLP presented a proposed online awareness campaign to boost public awareness of the crucial role of rice in the sustainability arena. It is envisaged that the campaign will boost visibility and recognition of the SRP brand by internal and external stakeholders.
 - The campaign aims to raise one million messages of thanks, which will be supplemented with an Augmented Reality content through engagement of SRP members, partners, funders, farmers, food industry actors, youth and consumers.
 - A campaign plan is under development, to be circulated to the Board once ready. LLP sought the Board's support in the implementation of the campaign, which will pave the way for the launch of the SRP's brand. No objections were raised.
- SRP Plenary Meeting and General Assembly 2020:
 - As presented to the Extraordinary Board meeting (9/1/20) the Secretariat's current recommendation is to either conduct the event fully virtually, or else conduct a physical meeting of the Executive Board, with virtual participation of the wider membership. Decision to be made at next Board meeting 4-20.
- Finances (Annex 4a):
 - The latest financial status was presented by CV, comprising invoicing summary and reviewed budget, as well as current and project cashflow for 2020.

- Bank balances to date amount to €158,507, with €107,676 in UNEP account and €50,831 in Volksbank account.

5.2. Discussion

- Constituency caucuses- PN/AS are reviewing and analyzing the member list and will regroup members according to common interest.
- Finances: MR confirmed that remaining SRP funds held by UNEP will be held in trust on behalf of SRP, and can be transferred to SRP e.V. on request via an SSFA indicating specific deliverables (Note: UNEP's due diligence on SRP has been cleared). However, UNEP would prefer to first draw down the funds by covering salary costs and then transferring the remaining balance.
- GEF Thailand Project: MB expressed his view that the SRP Secretariat should not become involved in any in-country activity. WE was in agreement, while stressing the need to differentiate between the Secretariat and the legal entity in this regard. Most institutions use project grant funds to hire external consultants to expand their implementation capacity; channeling project funding via SRP e.V. will enable the organization to (a) extend core capacity, impact and visibility; (b) generate income via overhead fees and pass-through funds; and (c) create an institutional track record.
- AS recognized the clear value of investments into sustainable rice, but asked how will SRP-GEF and other initiatives directly support the finances of SRP e.V.? How do such projects help us to build the capacity needed in the Secretariat to support projects and maintain SRP's integrity? PN requested MB to (a) share the GEF-Thailand project document prepared by GIZ, and (b) to quantify what cash funding will be allocated to SRP e.V. under this project. MB responded that the document will be shared when complete.

Action 2: CV to clarify SRP Q1-2 account details with UNEP Finance team

Action 3: Secretariat to circulate proposed plan for the #AMillionThanks online awareness campaign

Action 4: Secretariat to propose options for organizations of the SRP 9th Meeting and General Assembly for decision by the next meeting of the Executive Board

Action 5: MB to share GEF-Thailand Project document and provide breakdown of SRP budget allocations to SRP e.V. under the direct grant from GEF

6. Business model (Annex 5)

- 6.1. WE presented a draft Business Model as the outcome of discussions and guidance of the Business Model Task Force. The BM links the Vision, Mission & Goals to 6 strategic pillars with quantified targets, then identifies revenue-earning and non-revenue activities, together with associated revenue streams to enable delivery and enhance financial stability. Finally, the BM acknowledges that the majority of impact and funding needed to achieve sector change will be external to SRP, and must be generated through leveraging the programmes of strategic scaling partners. WE stressed that the financial targets are first assumptions that will require testing and validation during development of the Business Plan.
- 6.2. CV observed that membership dues still account for the largest proportion of estimated revenues while RB asked for the assumptions on which the revenue targets are based. WE reiterated that while the targets are derived from experience and/or realistic expectations of market growth, they are preliminary and subject to scrutiny and refinement as part of business planning. The

primary purpose of the BM is to establish the principles and logic on which SRP's strategies and activities will be based.

- 6.3. AS noted that the BM identifies 6 revenue streams, but does not articulate what we will offer under each revenue stream, the audience for that offering, the specific value to the audience from whom we aim to derive revenue, or the methods and costs associated with delivery of that value proposition. DP suggested addition of target audiences to the analysis.
- 6.4. The Board took note of the current draft as presented, and whilst giving its overall support to the overall logic, requested the Secretariat to proceed, working with the Business Model Task Force, to address gaps raised by Board Members.
- 6.5. AS requested data supporting underlying assumptions e.g. on trade volumes; MB responded that these data were confidential and could not be disclosed by the Secretariat due to potential commercial sensitivity. AS contested the explanation provided as to why some Board members and an employee have access to this information, yet it cannot be shared with all Board members. He indicated he would like to follow up on this question.

Action 6: Board access to data held by Secretariat to be included in agenda of next Board Meeting

Action 7: Secretariat to proceed with Business Plan development, taking into account Board's comments

7. SRP Assurance update (Annexes 6-9)

- 7.1. WE/Ignacio Antequera provided an overview of the progress of finalizing the Assurance Scheme following the Open Public Consultation, which attracted over 200 comments. A rollout plan is provided in Annex 6, indicating remaining pre-launch activities.
- 7.2. Four documents were tabled for Board endorsement, as follows:
 - Updated Assurance Scheme v 1.3, incorporating responses to all public comments (Annex 7)
 - Cooperation Agreement and Service Level Agreement with GLOBALG.A.P. (Annex 8)
 - Proposal for emergency extension of audit certificates (Annex 9)
- 7.3. Stephan Moreels inquired about the Chain of Custody Policy; WE indicated that a draft was circulated to the Board but not yet finalized (Ref: Meeting 2-20, Annex 8).
- 7.4. WE requested approval of all four documents; there were no objections.

Resolution 7: The meeting resolved unanimously to approve the draft Assurance Scheme v 1.3 as proposed (Annex 7)

Resolution 8: The meeting resolved unanimously to approve the two contracts with GLOBALG.A.P. for provision of Assurance Services under the SRP Assurance Scheme: (1) Cooperation Agreement; and (2) Service Level Agreement: Evaluation of Verification Bodies and Auditors, as proposed, Annex 8)

Resolution 9: The meeting resolved unanimously to approve proposal for Emergency Extension of Validity of verification Certificates (Annex 9)

- Action 8:** Secretariat / GLOBALG.A.P. to proceed according to the Assurance Rollout Plan (Annex 6, 7)
- Action 9:** Secretariat to execute contracts with GLOBALG.A.P. as approved as per Annex 8
- Action 10:** Secretariat to announce extension of validity of verification audit certificates as per Annex 9
- Action 11:** WE to finalize and circulate Chain of Custody Policy

8. MOU UNEP-SRP (Annex 10)

- 8.1. WE noted that the MOU draft has been cleared by UNEP's legal department and circulated to Board members, and invited MR to comment on email queries submitted by Board members,
- 8.2. MR stressed UNEP's continuing interest in SRP; noting two recent internal UNEP webinars featuring SRP organized by the UNEP Private Sector Unit and the Sustainable Food Systems Task Force, respectively, in which MR/JL/WE presented the SRP.
- 8.3. MR also clarified that physical hosting arrangements had been excluded from the draft MOU on the advice of UNEP's Legal Office, on the grounds that this can be covered by an exchange of letters. MR undertook to draft this with Dechen Tsering.
- 8.4. MB noted the distinction between 'hosting' vs 'housing' and called for endorsement of the draft MOU. The resolution was carried unanimously.

Resolution 11: The meeting resolved unanimously to approve the draft MOU between SRP and UNEP as proposed (Annex 10)

- Action 12:** MR/WE to coordinate execution of the UNEP-SRP MOU (Annex 10)
- Action 13:** MR/WE to coordinate and complete the Exchange of Letters in regard to physical hosting of SRP Secretariat staff by UNEP

9. Any other business

- 9.1. LLP has been accepted to undertake a Masters degree in International Development at the Institut Barcelona d'Estudis Internacionals (IBEI), starting end September. This means she will leave SRP in mid-September. Board members expressed their warm congratulations to LLP. Lea assured that she will do her best to ensure a smooth transition for her successor.
- 9.2. WE noted that the role will be reviewed, considering that LLP has borne the burden of SRP's administration in addition to her assigned scope of work (Communications and Membership). The Board agreed that discussion of new staffing arrangements will begin once official notification of funding under DeveloPPP.de is received.
- 9.3. The meeting was adjourned at 16:58.

12 June 2020

Bangkok

Annexes

Annex 1: Minutes – Board Mtg 2/20 1 April 2020
Annex 2: Minutes – Extraordinary Board Mtg 9 April 2020

Annex 7: SRP Assurance Scheme v 1.3 0106

Annex 3: Email Resolutions and Actions Arising	Annex 8: Cooperation and Service Level Agreements with GLOBALG.A.P.
Annex 4: Secretariat Report (April-May 2020)	Annex 9: Emergency Extension of Verification Certificates under Covid-19
Annex 4a: Financial Status 4 June 2020	Annex 10: MOU UNEP-SRP
Annex 5: Business Model for SRP	
Annex 6: Assurance Scheme Rollout	