

## Stepwise Support Programme

### RSPO Lead Auditor Training Course

#### Course outline

**12 – 16 April 2010, Hotel Thistle, Johor Bahru, Malaysia**

**RSPO**

Roundtable on Sustainable Palm Oil

*This is an RSPO endorsed capacity building course*

Day	Time	Module
<b>1</b>	<b>0830</b>	<b>Registration of participants</b>
<b>1</b>	<b>0900</b>	<b>Introduction to the course</b>
		<p>The aim of this session is to ensure that an enabling environment is created which allows participants to interact with each other and with course tutors freely. Participants and course tutors will be introduced to each other.</p> <p>This session will also focus on introducing the course and how the course will be conducted.</p> <p>Furthermore, expectations of both the tutors and course participants will be discussed to ensure that the course will address these expectations adequately.</p>
<b>1</b>	<b>0930</b>	<b>Overview of the RSPO and the P&amp;C</b>
		<p>This module will begin with the objectives overview of the course as well as a brief background of the establishment of the RSPO.</p> <p>The main aim is to provide participants with a general understanding and adequate overview of the requirements of RSPO P&amp;C. This will focus on National Interpretation, in particular the Major and Minor indicator and requirements.</p> <p>This module is intended to discuss in more detail the Principles and Criteria which will not be specifically covered in other modules over the duration of the training course</p>
<b>1</b>	<b>1030</b>	<b>Coffee break</b>
<b>1</b>	<b>1100</b>	<b>The RSPO certification process: understanding the key elements</b>
		<p>This module aims to provide an overview of the RSPO Certification Systems document and ensure specific understanding of the requirements, including:</p> <ul style="list-style-type: none"> <li>• Certification Standard</li> <li>• Accreditation Requirements</li> </ul>



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		<ul style="list-style-type: none"> <li>• Certification Process Requirements</li> <li>• Funding for RSPO certification</li> </ul> <p>This module will also cover the National Interpretation process.</p>
<b>1</b>	<b>1200</b>	<b>Implementation of Best Management Practices (BMPs)</b>
		<p>The main objective of this module is to highlight examples of plantation BMPs as a basis for interactive discussions on different approaches. This will inform auditors' interpretation and judgment about BMP implementation for a variety of settings applicable to oil palm plantation management.</p> <p>The overall aim is to enable understanding of some examples of practices that will constitute BMPs in the context of the RSPO. The module will cover key areas in Principle 4, including: operational procedures, soil conservation, surface and underground water management, integrated pest management, agrochemical use, pollution management and health and safety.</p>
<b>1</b>	<b>1230</b>	<b>Lunch</b>
<b>1</b>	<b>1300</b>	<b>Implementation of Best Management Practices</b> Continued
<b>1</b>	<b>1400</b>	<b>Peat in plantations</b>
		<p>Developed in collaboration with Wetlands International, this module aims to provide an understanding of the hydrology, structure, and ecological functions of peat. It will also focus on main issues associated with oil palm plantation management in relation to conservation of the ecological integrity of peat vis-à-vis reduction of carbon emissions.</p>
<b>1</b>	<b>1445</b>	<b>Coffee Break</b>
<b>1</b>	<b>1515</b>	<b>Auditing within the context of RSPO</b>
		<p>The objective of this module is to provide a clear understanding of audit practices within the context of the RSPO to elicit general understanding of the specific skills, approaches and general conduct required for RSPO audits. Participants will also be led systematically and logically through the type of planning and preparations required for undertaking a successful audit. This module will include the following elements: audit preparation and planning, consultation requirements, collecting objective evidence, determining CARs and RSPO reporting.</p>
<b>1</b>	<b>1645</b>	<b>Introduction to Groups for Mock Audit</b>
<b>1</b>	<b>1700</b>	<b>END OF DAY</b>
<b>2</b>	<b>0900</b>	<b>Interpreting community and social elements: Free Prior &amp; Informed Consent (FPIC)</b>



Day	Time	Module
		<p>The main objective of the module is to ensure the understanding of the concepts and how to interpret FPIC, and customary rights within the RSPO certification process.</p> <p>This module will cover the main requirements of FPIC in Principle 6, together with related requirements of Principles 2 and 7.</p> <p>Processes of conducting FPIC and what kinds of evidence certification auditors will need to assess will also be covered.</p>
2	1030	<b>Coffee break</b>
2	1100	<b>Participatory Methods and Consultation in the RSPO P&amp;C</b>
		<p>The aim of this module is to allow the audience to have an understanding of the methods and approaches in effective consultation as required within specific criteria of the RSPO P&amp;C.</p> <p>This includes where the objectives of participatory consultations are for HCV assessments, social impact assessments and conflict resolution.</p> <p>Relevant case studies will take up a main part of this lecture.</p> <p>This module will cover the relevant criteria in Principles 2, 5, 6 and 7.</p>
2	1200	<b>Core labour issues within the RSPO</b>
		<p>The main aim of this module is to present the main labour issues as contained within RSPO requirements of Principle 6.</p> <p>This module will look specifically at:</p> <p>Labour-related issues which need to be addressed under the RSPO requirements:</p> <ul style="list-style-type: none"> <li>• Core labour requirements, e.g., decent living wages, forced labour, freedom of association,</li> <li>• Gender issues within plantations</li> </ul> <p>This module will also cover the required social policies as contained in the RSPO P&amp;C, with a focus on the verification of implementation of these policies.</p>
2	1300	<b>Lunch</b>
2	1400	<b>Core labour issues within the RSPO</b> Continued
2	1500	<b>RSPO Supply chain requirements: Options for certified sustainable palm oil &amp; system requirements</b>
		<p>This module is intended to ensure that participants:</p> <ul style="list-style-type: none"> <li>• Are able to understand the chain of custody (CoC) options available (Identity Preserve, Segregation and mass balance) within the RSPO requirements.</li> <li>• Are able to understand the CoC audit requirements in accordance with the</li> </ul>



Day	Time	Module
		RSPO certification systems
2	1530	<b>Coffee break</b>
2	1600	<b>RSPO Supply chain requirements: Options for certified sustainable palm oil &amp; system requirements</b> Continued
2	1630	<b>Group preparation for Mock Audit</b>
2	1700	<b>END OF DAY</b>
3	0900	<b>Understanding Environmental Considerations within RSPO P&amp;C in Existing Plantings</b>
		<p>The main objectives of the module include ensuring that course participants:</p> <ul style="list-style-type: none"> <li>• Are able to understand the environmental requirements of the P&amp;C, with emphasis on biodiversity and high conservation values (criteria 5.2 and 7.3).</li> <li>• Are able to know what to look for as evidence of compliance when covering each of the elements in this module</li> </ul> <p>This module will look at High Conservation Values (HCV) and biodiversity assessment and management in relation to responsible practices in old and existing palm plantations. The HCV and biodiversity discussions will be considered under the Environmental Impact Assessment's overarching framework requirements.</p>
3	1030	<b>Coffee break</b>
3	1100	<b>Introduction to the High Conservation Values (HCVs)</b>
		<p>The main objective of this module is to introduce the concept of High Conservation Values, their definitions and how to identify them.</p> <p>This module will detail the definitions of the six HCVs. The module will reference in detail the <i>HCVF Global Toolkit</i>.</p>
3	1130	<b>HCV assessment process</b>
		<p>The main objective of this module is to introduce the HCV assessment process to the participants.</p> <p>This module will reference in detail the <i>Good practice guidelines for HCV assessments</i> and will look at HCV assessments with a particular focus on defining management for HCVs.</p> <p>This module will include a brief review of a real-life case study.</p>
3	1300	<b>Lunch</b>
3	1400	<b>Mock-audit preparation</b>

Day	Time	Module
		This module will provide time for participants to discuss within their groups to prepare for the mock-audit. This will include preparation of checklists, interpretation of lessons learnt and liaising with the host plantation on requirements for the mock-audit.
<b>4</b>	<b>0630 - 1700</b>	<b>Mock-audit</b>
		<p>Participants will be divided into groups of not more than 6 per group. Each group will be observed by a course tutor.</p> <p>Each group will be tasked to look at the host plantation's implementation of a specific part of the P&amp;C within the confines of the mock-audit. Each group will have the opportunity to feedback to the host plantation at the end of the day.</p> <p>The mock audit will be held at a plantation site located approximately 1.5 hours from Johor Bahru.</p>
<b>5</b>	<b>0900</b>	<b>Written Examination</b>
		An open book examination will be held. The examination will take 3 hours to complete.
<b>5</b>	<b>1200</b>	<b>Lunch</b>
<b>5</b>	<b>1300</b>	<b>Finalization and submission of written mock audit report</b>
		Participants will also have time to finalize and submit written mock audit results which will also be marked as part of the evaluation.
<b>5</b>	<b>1600</b>	<b>END OF DAY</b>