



Minutes No. 154 of the Executive Board Meeting held on

Wednesday, July 11, 2018, 15:00 to 17:00 CEST time (in accordance with article 21, section [1] of the RTRS Statutes).

Agenda:

1. Quarterly report for RTRS Members: Template and proposal for content.
2. Approval of location of RT14 and GA13 based on results of RT14 survey.
3. Results and feedback on RT13 survey.
4. RTRS Website Plan.
5. Definition of RTRS general rules for Members' candidacies evaluation process and for users of the Trading Platform.
6. ISEAL Membership Process.
7. Syntegration:
 - Update on the conference call with IDH
 - Introduction of the "Transformation Navigation Hub (TNH) Concept" paper v2.1
8. June Key Performance Indicators.
9. Executive Board Meeting Agenda: Proposal for the second semester 2018.
10. Third Quarter Digital Communication Report: Google Analytics and Social Media.
11. Any other business.
12. Closing.

A. Introduction

The meeting of the Executive Board of the Round Table on Responsible Soy Association (RTRS) starts on Wednesday, July 11, 2018 at 15:00 CEST time.

Participants:

RTRS Executive Board members:

- Belinda Katharine Howell, RSG (constituency: Industry, Trade and Finance): belinda.howell@rpog.org



ROUND TABLE ON RESPONSIBLE SOY ASSOCIATION (RTRS)

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- Jochem Bouwmeester, Rabobank (constituency: Industry, Trade and Finance): jochem.bouwmeester@rabobank.com
- Jorn Jasper Schouten, ACT Commodities (constituency: Industry, Trade and Finance): JSchouten@actcommodities.com
- Lieven Callewaert, Alliance 4 Soy, (constituency: Industry, Trade and Finance): lieven.callewaert@soy4brands.org
- Juliana De Lavor Lopes, AMAGGI (constituency: Producers): juliana.lopes@amaggi.com.br
- Cristina Delicato, ASSOCIAÇÃO AMIGOS DA TERRA (constituency: Civil Society): cristinadelicato@terra.com.br.
Alternate for: Darci Getulio Ferrarin Junior: ferrarinjr@hotmail.com
- Marina Born, CALDENES (constituency: Producers): marina.engels@responsiblesoy.org
- Alejandro José O'Donnell, AAPRESID (constituency: Producers): alejandro@fronterasl.com.ar
- Oswaldo de Carvalho Junior, Earth Innovation Institute (constituency: Civil Society Organizations): ocarvalho@earthinnovation.org
- Pramel Gupta, Vrutti (constituency: Civil Society Organizations): pramel@vrutti.org

RTRS Secretariat:

- Marcelo Visconti, RTRS Executive Director: marcelo.visconti@responsiblesoy.org
- Laura Villegas, RTRS Secretariat: laura.villegas@responsiblesoy.org
- Daniel Kazimierski, RTRS Secretariat: daniel.kazimierski@responsiblesoy.org

Handwritten signature in blue ink, possibly "J/S" or "J/SK".



Special guests invited:

- Cid Sanches, RTRS External Consultant Brazil:
cid_sanches@yahoo.com.br

Marina Born, President of the RTRS Executive Board, chairs the meeting and welcomes the participants to the Executive Board meeting. The agenda is presented and participants are asked whether any additional topics should be included. No other topics are included. The meeting begins.

B. Quorum and Proposals

The Executive Director ascertains that the quorum required to validly pass resolutions has been reached. The Executive Board considers the following items on the agenda:

1. Quarterly report for RTRS Members: Template and proposal for content.

Laura Villegas presents the topic and explains that a quarterly news update will be sent to RTRS Members, starting at the end of July 2018 (Q3).

A content proposal for the Q3 report was distributed to the Executive Board members along with the agenda for its approval at this meeting.

Jochem Bouwmeester asks to include wording on the progress of the launching campaign of the New Models and on RTRS financial status, including the list of organizations that have already paid their membership fees and the ones that have not.

Belinda Howell agrees on including an update on the progress of the launching campaign of the New Models.

The Executive Board members agree to include in the Q3 report, in addition to the content initially proposed, an update on the progress of the launching campaign of the New Models and to include, in the Q4 report, an update on RTRS financial status.

Marcelo Visconti informs the Executive Board he is working on a colloquial communication to be sent to RTRS Members to further explain the issue of the Extraordinary Contribution, communication that will be shared with the Executive Board prior to its delivery. The Executive Board agrees with the approach.

In the absence of any objections, Marina Born confirms that the resolution is approved by the Executive Board.

The RTRS Executive Board resolves the following:

"To approve the template and proposal for content of the quarterly report for RTRS Members, with the amendments proposed (by consensus)."



2. *Approval of location of RT14 and GA13 based on results of RT14 survey.*

Laura Villegas presents the results of the RT14 survey to define the location of the next Annual Conference and the next General Assembly.

Juliana de Lavor Lopes remarks that considering RTRS will grant, in the framework of the Annual Conference, a public recognition to the major buyers, it will be of major impact to hold the meeting in Europe.

Jorn Schouten suggests organizing two meetings to tackle different needs and interest. A smaller meeting should be held in Europe, tackling potential buyers and new RTRS Members and the Annual Conference should be held in South America.

Lieven Callewaert points out the fact that the Annual Conference was held in Europe for two subsequent years, while RTRS used to alternate between Europe and South America, and affirms that it would be better to hold RT14 in South America, maybe in Brazil, as this location may be favourable for producers. Lieven Callewaert adds he shares Jorn Schouten view regarding the possibility to organize a more specific meeting in Europe, such as a task force meeting with the main buyers.

Belinda Howell supports the suggestion of holding the Annual Conference in Europe and, based on feedback she received from different stakeholders, she suggests changing the venue, instead of holding it in Lille again. Belinda Howell also insists on the convenience of organizing a field trip, as many stakeholders would be interested in attending.

Marcelo Visconti stresses that the decision to hold the Annual Conference in Lille for the second time in 2017 was cost efficient, and mentions that, although savings made during RT13 reached a 27% compared with RT12, RTRS is still far away from the break-even point. Marcelo Visconti agrees with Belinda Howell's input regarding changing the venue and remarks the need to take the costs into consideration when deciding the location.

Marcelo Visconti suggests organizing a field trip to Brazil during the first quarter of 2019, open to RTRS Members and non-Members, and holding the Annual Conference in Europe. Marcelo Visconti also suggests combining the field trip in Brazil with an Executive Board meeting.

Lieven Callewaert and Jorn Schouten support the suggestion.

Lieven Callewaert suggests Amsterdam and Brussels as possible locations to hold the Annual Conference in Europe, and further suggests organizing a field trip to Goias, in February 2019.

Belinda Howell suggests engaging with other organizations, such as CFA or Danube, Soy to plan potential joint events.

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Marcelo Visconti informs the Secretariat will prepare a plan of potential dates for the field trip and Executive Board meeting in Brazil and for the Annual Conference in Europe.

In view of the above, the Executive Board members decide to postpone the decision on the location of RT14 and GA13 until the next Executive Board meeting.

3. Results and feedback on RT13 survey

Laura Villegas refers to the subject and remarks that the results of the survey on RT13 performance were very positive, showing improvements compared to the feedback received on RT12.

Marina Born reinforces the importance of the use of new technologies that allow, and facilitate, the interaction with the attendees and suggests investigating tools similar to "Slido", to be implemented for RT14.

Since no further comments or questions are posed on the subject, the members of the Executive Board decide to move to the next item in the agenda.

4. RTRS Website Plan

Laura Villegas presents the plan for the RTRS website and refers to the project as one of the most relevant actions being taken, both in terms of communication and marketing.

Laura Villegas summarizes the current characteristics and operation of RTRS website, and mentions it uses old technology, it is not fully self-administrable, it involves expensive suppliers and weak servers and it is not aligned with RTRS's digital communication needs (social media; audiovisual resources).

Laura Villegas comments about the possibility of implementing a nine-months project, from August 2018 to April 2019, which includes the development, testing and launching of a new RTRS website.

The Executive Board members and the Secretariat actively exchange ideas on this matter and analyze different aspects of the proposal, such as time frame, costs and suppliers options.

Having supported the proposal presented by the Secretariat, the Executive Board agrees to start implementing the RTRS Website Plan.

5. Definition of RTRS general rules for Members' candidacies evaluation process and for users of the Trading Platform.

Marina Born refers to the topic and invites the Executive Board members to provide their input.

Juliana de Lavor Lopes expresses certain concerns regarding the rules for some existing processes such as a) trading activities in the RTRS Trading Platform and b) Requirements



for group managers and groups included in the RTRS Group and Multi-site Certification Standard document. Juliana de Lavor Lopes remarks the importance of performing an in depth analysis of these issues which should improve RTRS ability to detect wrongful behaviors and act accordingly.

Additionally, she suggests having another check-in process similar to the one applied in Argentina (on deforestation issue) but with focus on the key relevant topics in Brazil.

Juliana de Lavor Lopes further states that any organization involved in any RTRS activity (certification; Trading Platform; group managing) should always share and foster RTRS vision and mission. She considers that Observing Members should not be able to commercialize RTRS credits unless they become an RTRS Participating Member.

Marcelo Visconti points out that any changes to the current rules cannot be applied retroactively. He agrees with Juliana de Lavor Lopes and the analysis that needs to be conducted to validate the approach and adds that taking part in the ISEAL process represents an important step towards guaranteeing RTRS' credibility and reputation

Regarding the candidacies' evaluation process, Jorn Schouten refers to the RTRS Statutes and expresses the need to ask for detailed information to the candidates, to better understand their motivation to become an RTRS Member and to analyze whether this motivation is aligned with RTRS vision and mission. Jochem Bouwmeester and Lieven Callewaert support this idea and Marcelo Visconti agrees.

Belinda Howell refers to the need of working on new, revised and clear rules for the RTRS Trading Platform.

Belinda Howell suggests creating a working group to work on the Trading Platform rules and offers to lead it.

Jorn Schouten refers to the importance of this revision and decides to join the working group to work on the Trading Platform rules.

Laura Villegas mentions it is important, in order to create efficient rules on this regard, to analyze how the RTRS Trading Platform currently works within the relevant market. Taking this into consideration, Laura Villegas refers to a report the Secretariat has developed regarding this topic and suggests to share it with them in order for this report to be included in the working group analysis. Belinda Howell and Jorn Schouten agree with her proposal.

After a thorough debate on the subject, Juliana de Lavor Lopes also suggests to organize a working group dedicated to: (a) analyze different aspects of the Requirements for group managers and groups included in the RTRS Group and Multi-site Certification Standard document in order to protect RTRS' reputation.

Additionally, Marcelo Visconti mentions the importance to review and update the RTRS Code of Conduct, dated 2011.

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Since no further questions are posed on the subject, the members of the Executive Board decide to move to the next item in the agenda.

6. *ISEAL Membership Process*

Due to the lack of time, the members of the Executive Board decide to differ this item for the next Executive Board meeting.

7. *Syntegration: -Update on the conference call with IDH; -Introduction of the "Transformation Navigation Hub (TNH) Concept" paper v2.1*

Due to the lack of time, the members of the Executive Board decide to differ this item for the next Executive Board meeting.

8. *June Key Performance Indicators.*

Due to the lack of time, the members of the Executive Board decide to differ this item for the next Executive Board meeting.

9. *Executive Board Meeting Agenda: Proposal for the second semester 2018.*

Due to the lack of time, the members of the Executive Board decide to differ this item for the next Executive Board meeting.

10. *Third Quarter Digital Communication Report: Google Analytics and Social Media.*

Due to the lack of time, the members of the Executive Board decide to differ this item for the next Executive Board meeting.

The meeting is closed on Wednesday, July 11, 2018 at 17:30 CEST time.

July 11, 2018.

Marina Born
President of RTRS Executive Board

Marcelo Visconti
Executive Director of RTRS