ROUND TABLE ON RESPONSIBLE SOY ASSOCIATION (RTRS)
UTOQUAI 29/31 | 8008 ZURICH, SWITZERLAND

Minutes No. 160 of the Executive Board Meeting held on

Monday, June 10, 2019, 14:00 to 17:30 CEST time (in accordance with article 21, section [1] of the RTRS Statutes).

Agenda:

1. Approval of the Executive Board meeting minutes No. 159.
2. Communication protocol for RT14.
3. Approval of key communication statements to be presented during the Amsterdam Declaration Meeting on June 13, 2019, in Utrecht, The Netherlands.
4. EU outreach. Analysis of H&K EU Policy Audit & recommendations and suggested action plan. Approval of H&K's proposal and action plan.
5. Approval of the Memorandum of Understanding with IDH Sustainable Trade Initiative.
6. SLC Report: Deforestation. Revision of the resolution passed on the Executive Board meeting held on December 13, 2017, regarding SLC Agrícola's compliance with the spirit of the RTRS principles and criteria.
7. ISEAL membership process (to be presented during the 13th General Assembly).
8. RTRS' Conversion Factors System: Final Report. Approval of the process under which the Final Report shall be distributed.
9. To authorize the purchase of credits to cover the soy footprint of a certain calendar year until April 1st of the subsequent calendar year.
10. RTRS Trading Platform: certified material offer automatic notice to purchasers.
11. Results of the Conversion Factors Project Phase 1. Proposals for Phase 2 (to be presented during the 13th General Assembly).
12. Zero Means Zero campaign. Any other business.
13. Closing.

A. Introduction

The meeting of the Executive Board of the Round Table on Responsible Soy Association (RTRS) starts on Monday, June 10, 2019 at 14:00 CEST time.

Participants: **RTRS Executive Board members:**

- Christophe Callu Mérite, Feed Alliance, (constituency: industry, Trade and Finance): christophe.callumerite@feed-alliance.fr
- Gisela Regina Introvini, FAPCEN (constituency: Producers): giselaintrovini@hotmail.com
- Marina Born, Caldenes S.A. (constituency: Producers): marina.engels@responsiblesoy.org

- Juliana de Lavor Lopes, Amaggi (constituency: Producers): juliana.lopes@amaggi.com.br
- Alejandro O'Donnell, Aapresid (constituency: Producers): alejandro@fronterasrl.com.ar
- Hernan Zunino, The Nature Conservancy (TNC), (constituency: Civil Society Organizations): hernan.zunino@tnc.org
- Ulises Javier Martinez Ortiz, Fundación Vida Silvestre, (constituency: Civil Society Organizations): ulises.martinez@vidasilvestre.org.ar
- Oswaldo de Carvalho Junior, Earth Innovation Institute (constituency: Civil Society Organizations): ocarvalho@earthinnovation.org
- Jochem Bouwmeester, Rabobank (constituency: Industry, Trade and Finance): jochem.bouwmeester@rabobank.com
- Lieven Callewaert, Alliance 4 Soy, (constituency: Industry, Trade and Finance): lieven.callewaert@soy4brands.org

RTRS Secretariat:

- Marcelo Visconti, RTRS Executive Director: marcelo.visconi@responsiblesoy.org
- Ingrid Korn, RTRS Administration Officer at RTRS office in Zurich: Ingrid.korn@responsiblesoy.org
- Laura Villegas, RTRS Secretariat: laura.villegas@responsiblesoy.org
- Daniel Kazimierski, RTRS Secretariat: daniel.kazimierski@responsiblesoy.org
- Ana Laura Andreani, RTRS Secretariat: ana.andreani@responsiblesoy.org

Special guests invited:

- Cid Sanches, RTRS External Consultant: cidsanches64@gmail.com
- Ariane Louwaege, RTRS External Consultant: arianelouwaege@gmail.com
- Mabel Fernández, RTRS Financial External Consultat: mabelau.fernandez@gmail.com
- Steve Connor, RTRS Communication Agency - Creative Concern: steve@creativeconcern.com

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. *Approval of the Executive Board meeting minutes No. 159.*

Minutes No. 159 are reviewed page by page.

In the absence of any objections, Marina Born confirms that the Executive Board approves the resolution.

The RTRS Executive Board resolves the following: "The Executive Board meeting minutes No. 159 are approved (by consensus)."

2. *Communication protocol for RT14.*

Laura Villegas presents the communication protocol for RT14 which includes (i) the communication and media approach, (ii) the list of speakers appointed for the conference, and (iii) the key messages to be presented. She further presents the crisis communication protocol jointly developed with Rabobank's communication team and refers to the RTRS' communication team and the role of each person during the RT14.

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

3. *Approval of key communication statements to be presented during the Amsterdam Declaration Meeting on June 13, 2019, in Utrecht, The Netherlands.*

Laura Villegas presents the key communication statements to be presented by Juliana de Lavor Lopes, RTRS Vice-President, during the Amsterdam Declaration Meeting to be held on June 13, 2019, in Utrecht, The Netherlands.

After a brief exchange of views in connection with the contents and institutional statements, the Executive Board members agree on the following approach and messages:

- Conceiving RTRS as a global platform and a certification scheme is part of the solution. The RTRS' **holistic certification scheme** is a **tool to achieve** the global **commitments**, through which soy can be certified under zero deforestation and zero conversion.

- **RTRS encourages collaborative work** with other associations, initiatives and protocols, in order to discuss, together with governments and the private sector, ways **to provide benefits and support to producers and organizations who strive every day for sustainability.**
- RTRS believes that governmental agencies and multilateral associations should aim at working in close collaboration with existing multistakeholder structures rather than creating or fostering new ones.

In the absence of any objection, Marina Born confirms that the Executive Board approves the resolution.

The RTRS Executive Board resolves the following: "The key communication statements to be presented during the Amsterdam Declaration Meeting on June 13, 2019, in Utrecht, The Netherlands, are approved (by consensus)."

4. *EU outreach. Analysis of H&K EU Policy Audit & recommendations and suggested action plan. Approval of H&K's proposal and action plan.*

Laura Villegas and Ariane Louwaege present the topic and refer to the H&K European Union Policy Audit report that such agency delivered to RTRS last May.

Laura Villegas explains that the H&K European Union Policy Audit is the first outcome and delivery of H&K in the framework of the RTRS advocacy communication approach that the RTRS Secretariat -together with the EU External Consultant- proposed to start exploring and implementing during 2019, and was discussed by the Executive Board members during the Executive Board physical meeting held on February 20 and 21, 2019, in Brazil.

Ariane Louwaege presents the H&K approach and background including the deliverables (legislative overview and mapping of events, stakeholder meetings and mapping of key stakeholders), as well as the next steps regarding the outreach and engagement plan and actions to increase the visibility of RTRS.

Ariane Louwaege further presents H&K recommendations: (i) monitoring of key policy files and (ii) targeted outreach engagement programme with certain selected NGOs. Furthermore, she outlines the three main topics and the recommended approach to be discussed and approved by the Executive Board:

(i) Regarding the European Commission: to closely monitor the publication of the upcoming Communication on stepping up EU action against deforestation and forest degradation, to be published during the second quarter of 2019, and to activate an outreach programme with the European Commission's key players to position RTRS as a relevant stakeholder.

(ii) With regards to Amsterdam Declaration Partnership: to activate an engagement plan with the 6 EU countries' Permanent Representations based in Brussels and to meet with the Agriculture and Environmental Attachés from these Permanent Representations in order to reinforce RTRS' commitments regarding the zero deforestation and zero conversion objective, and also to gather intelligence about what is going on at national level.

(iii) As per NGOs engagement: to select the most active NGOs working on soy and deforestation issues and to activate an outreach programme to explain RTRS focus areas and ways of working and assess how such mutual engagement could contribute to boost RTRS positioning (both in its role as a platform and a certification tool) and demand of certified soy production in Europe committed to zero-deforestation and zero-conversion target.

The Executive Board agrees and approves the H&K recommended approach. Furthermore, and with regards to the recommendation on the most active NGOs engagement approach, the Executive Board defines that the strategy with NGOs should:

- Focus on knowing the actors, agendas, discussions and demands.
- Focus on engaging with these associations to explain RTRS' focus areas and ways of working, and position RTRS as a global soy platform and tool (certification scheme) that could contribute towards achieving global, social and environmental commitments and comply with the demand of the global market and governments related to sustainable soy production and zero deforestation and zero conversion target.
- Position the strength, strictness and transparency of RTRS certification and verification system with regards to zero deforestation and conversion.

In the absence of any objections, Marina Born confirms that the Executive Board approves the resolution.

The RTRS Executive Board resolves the following:
"H&K's proposal and action plan is approved (by consensus)."

5. *Approval of the Memorandum of Understanding with IDH Sustainable Trade Initiative.*

Cid Sanches refers to the Memorandum of Understanding between RTRS and IDH which leads to a partnership that strives towards sustainable soy and low-carbon agricultural and livestock production in Sorriso, Brazil, through a new jurisdictional approach. The cooperation will support farmers and traders in growing responsible soy in the region and help to develop a jurisdictional market approach to reach 100% responsible soy production.

Cid Sanches further remarks that by entering into this MoU, local producers, state government officials and civil society groups in Sorriso adhere to the Produce, Conserve and Include (PCI) initiative. He also confirms that the RTRS Certification Production Standard will be a crucial enabler to increase the quantity of RTRS certified material in Sorriso, and to reach the rest of the goals of the MoU as expressly indicated in such document.

Lieven Callewaert asks to monitor the performance of the MoU and the role of RTRS under it.

Jochem Bouwmeester asks to confirm that the MoU does not implies any funding obligation for RTRS. Marcelo Visconti confirms that the MoU does not create any funding obligation for any of the parties.

In the absence of any objections, Marina Born confirms that the Executive Board approves the resolution.

The RTRS Executive Board resolves the following: "The Memorandum of Understanding with IDH Sustainable Trade Initiative is approved (by consensus)."

6. *SLC Report: Deforestation. Revision of the resolution passed on the Executive Board meeting held on December 13, 2017, regarding SLC Agrícola's compliance with the spirit of the RTRS principles and criteria.*

Daniel Kazimierski presents the topic and explains that this issue has been raised by Jean François Timmers from WWF and it is related to the report from Chain Reaction dated May 9, 2019, and titled *"SLC Agrícola Clears 1,355 Hectares of Cerrado Vegetation Despite Customers' Zero-Deforestation Commitments"* asking to revise the resolution passed at the Executive Board meeting held on December 13, 2017, regarding SLC Agrícola's compliance with the spirit of the RTRS principles and criteria, and to work on measures to ensure that RTRS will not be used to greenwash the image of any deforesting Member.

Regarding the Chain Reaction report accusation, Daniel Kazimierski confirms the SLC's deforestation activities were legal and there are no RTRS' certified farms involved.

The Executive Board members start debating about SLC and this deforestation accusation and the scope of the spirit of the RTRS principles and criteria contained in the RTRS Accreditation and Certification Requirements for responsible soy production.

Juliana de Lavor Lopes remarks that the scope of the spirit of the RTRS principles and criteria involves embracing sustainability and respecting the legal processes, thus SLC is complying with the RTRS spirit.

Ulises Javier Martinez Ortiz remarks that the scope of the spirit of the RTRS principles and criteria applies at company level and not only at farm level, and further stresses the need to

further define the scope of the spirit of the RTRS principles and criteria, to be able to solve this kind of issues.

Marina Born supports Ulises Javier Martinez Ortiz's approach.

The Executive Board members agree not to modify the mentioned resolution taken on December 13, 2017, but state that RTRS should further define the scope of the spirit of the RTRS principles and criteria.

In the absence of any objections, Marina Born confirms that the Executive Board decides to ratify the resolution passed on December 13, 2017.

The RTRS Executive Board resolves the following:

(i) "The resolution passed on the Executive Board meeting held on December 13, 2017, regarding SLC Agrícola's compliance with the spirit of the RTRS principles and criteria is confirmed (by consensus)."

(ii) "To further define the scope of the spirit of the RTRS principles and criteria (by consensus)."

7. *ISEAL membership process (to be presented during the 13th General Assembly).*

Daniel Kazimierski presents the progress on the ISEAL membership application process.

Daniel Kazimierski informs that since November 2018, the RTRS Secretariat is working with E4tech -an external advisor- to implement the required changes to comply with ISEAL's baseline criteria for the formal membership application, and explains that part of the process includes the revision of current procedures and development of new ones, including an holistic approach in technical, market and communication aspects that have been adapted.

Daniel Kazimierski shows the level of compliance and the positive evolution up to June 10, 2019, with regards to the Standard Setting, Assurance and the Impact codes.

Daniel Kazimierski further informs that the expected date for the formal application will be during the fourth quarter of 2019, before sending all the application documents in order to receive feedback from ISEAL staff, ISEAL Executive Board and ISEAL members. He further ascertains that the final approval of the submitted documents will be given during 14th General Assembly in 2020.

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

8. *RTRS' Conversion Factors System: Final Report.*

Laura Villegas presents the topic and refers to the status of the RTRS Conversion Factors System project.

Laura Villegas refers to the final reports (full version and executive summary thereof) prepared by Universidad Austral and shared with the Executive Board on May 31, 2019, and to the proposed timeline for the next stages of the RTRS Conversion Factors System project which includes a Second Stage for Feed and Food and the development of the Soy Footprint Calculator and business model.

Christophe Callu Mérite suggests analyzing existing tools such as the Product Environmental Footprint (PEF) from the European Commission in order to avoid overlapping and duplication of efforts. Christophe Callu Mérite remarks that there could be possible synergies between the mentioned tool and the tool RTRS is currently developing.

On the other hand, the process under which the RTRS Conversion Factors Stage 1 (soy sub-products) Final Report will be distributed, was discussed.

The Executive Board agrees on the following approach:

- Only RTRS Members will have access to the Conversion Factors Final Report.
- The Conversion Factors Final Report will be available "on demand" (the RTRS Secretariat will send the report to those RTRS Members who request it, once it is registered with the Copyright Office of the Autonomous City of Buenos Aires).
- Each member will have a number and a seal on its document; the document is not transferable.

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

9. *To authorize the purchase of credits to cover the soy footprint of a certain calendar year until April 1st of the subsequent calendar year.*

Daniel Kazimierski presents the topic related to the possibility to authorize the purchase of credits to cover the soy footprint of a certain calendar year until April 1st of the subsequent calendar year.

After a brief exchange of views, the Executive Board members decide that buyers can purchase credits to cover the soy footprint of a certain calendar year until June 30th of the subsequent calendar year.

In the absence of any objections, Marina Born confirms that the Executive Board approves the resolution.

The RTRS Executive Board resolves the following: "To authorize the purchase of credits to cover the soy footprint of a certain calendar year until June 30th of the subsequent calendar year (by consensus)."

10. RTRS Trading Platform: certified material offer automatic notice to purchasers.

Daniel Kazimierski presents the topic and explains that since the demand has been lower than offer, producers have been encouraged by the RTRS Secretariat to actively work on the commercialization of their certified production, fostering the possibility of offering credits through the RTRS Trading Platform. The Alert System for new offers implies that not only producers are receiving alerts via email from the RTRS Trading Platform when buyers want to buy RTRS certified material, but also the buyers are receiving alerts via email from the RTRS Trading Platform when a producer sends an offer through the marketplace to sell RTRS certified material.

Juliana de Lavor Lopes agrees on the implementation of the alert but asks to include an option in the RTRS Trading Platform that allows buyers to select whether not to receive an alert permanently or for a defined period.

The Executive Board members agree with the suggestion made by Juliana de Lavor Lopes and recommends the RTRS Secretariat to consider it.

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

11. Results of the Conversion Factors Project Phase 1. Proposals for Phase 2 (to be presented during the 13th General Assembly).

Laura Villegas introduces the topic and shares the presentation to be explained during the 13th General Assembly to be held on the June 12, 2019.

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

12. Zero Means Zero campaign. Any other business.

Laura Villegas introduces the topic and shares the communication background of the Zero Means Zero campaign. She explains that the aim is to launch the RTRS Zero Means Zero campaign in 2019 to communicate across Europe that by supporting fully verified sustainable soy, individuals, organizations and companies can avoid both legal and illegal deforestation and conversion.

The current campaign's scope includes planning, messaging, and a light touch creative identity. There will also be some PR activities, a social media advertising campaign (Twitter and LinkedIn) and the creation of a set of tools for wider use (animation, Q&A, infographics).

Steve Connor takes the floor and explains that the communication of the campaign includes core messaging script, some infographic/animation scripts and campaign sketchbooks ideas and drafts.

Steve Connor and Laura Villegas confirm that the RTRS Zero Means Zero campaign is a B2B campaign with a B2C style.

Steve Connor further explains about a potential Phase Two of the Zero Means Zero campaign, which involves a joint approach between WWF and RTRS that will focus on deforestation and food/consumers.

The Executive Board members agree with the approach of the RTRS Zero Means Zero campaign.

Marina Born asks to balance the focus of the communication between the messages around deforestation and social aspects of the RTRS certification scheme.

Juliana de Lavor Lopes supports Marina Born's approach and stresses the need to differentiate between both the role of RTRS as a global soy platform and as a certification scheme. However, she further remarks that it should be very clear that the objective of this specific campaign is referred to the benefits and impact of RTRS' certification scheme only.

The Executive Board members agree with Marina Born and Juliana de Lavor Lopes approach.

Regarding Phase Two of the Zero Means Zero campaign with a joint approach (WWF & RTRS) the Executive Board decides to wait for a further analysis about a better approach.

13. Closing.

The meeting is closed on Monday, June 10, 2019 at 17:30 CEST time.

June 10, 2019.

Marina Born
RTRS President

Marcelo Visconti
Executive Director of RTRS