

# ZSL - RSPO Workshop Series on HCV Monitoring and Compliance

## Summary Report

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### **Background**

In 2011, The Zoological Society of London (ZSL) identified a significant gap in the drive to successfully manage and maintain High Conservation Values (HCVs) in oil palm landscapes. Whilst monitoring forms the backbone of successful and effective adaptive management, little guidance was found to be available for producers on how to undertake monitoring, and no standardised monitoring protocols and tools had been developed for the sector.

During 2012, the Biodiversity and Agricultural Commodities Programme (BACP), together with two oil palm companies, funded the ZSL Biodiversity and Palm Oil Project to develop, trial and train companies on an oil palm industry-specific HCV monitoring protocol to monitor HCVs (1 to 4), as identified under the assessment process. The system was designed to facilitate the adaptive management process for activities undertaken by companies to maintain and enhance HCVs. The protocol was finalised at the end of 2012 with HCV staff of both companies fully trained on its implementation and on the use of accompanying software (SMART) which stores, analyses and reports on the results of data collection.

### **Introduction**

The development of the HCV Threat Monitoring System was quickly followed by its endorsement by the RSPO BHCV Working Group in March 2013, demonstrating RSPO’s official recognition of its value and place within the certification process and HCV protection. Whilst the RSPO and ZSL began to raise awareness of the System and its uses, it is clear that the System itself needs to be inherently linked to all of the stages of HCV identification, management and auditing before, during, and after the certification process takes place.

Due to this need, ZSL held a series of workshops focusing on the three stages of the process: HCV Assessment, HCV management, and auditing, for HCV assessors, oil palm producers, and RSPO auditors respectively.

The four broad aims of these workshops were:

- To better understand current practices as they are ‘in the field’.

- To gather information on the issues and difficulties faced by those involved at each stage of the process.
- To introduce the HCV Threat Monitoring System to raise awareness of how it can be utilised to overcome issues of HCV management and monitoring and also to consult on any amendments needed.
- To engage with the stakeholders to gather ideas on how to improve the system.

Each workshop followed this agenda to fulfil the objective of developing recommendations to the RSPO Biodiversity and High Conservation Value Working Group from each stakeholder group. Detailed agendas and attendance lists can be found in Appendices I & II.

The following report is a synopsis of all of the three workshops to highlight the overlaps and trends in issues faced at each stage of the HCV management and monitoring process. The report details the discussions generated from each workshop and in turn reflects the opinions voiced by the participants. To clearly represent the events, it was deemed that the statements within this report should accurately represent the ideas of the participants involved only and not those of the authors. Recommendations from the authors, found at the end of this report, are from an evaluation of these discussions. Comments submitted to ZSL following the workshop were also incorporated.

## **Discussions**

### **The HCV Assessment process**

#### *How is the HCV Assessment developed?*

Overall, it was found that assessors follow the HCV Assessment Toolkit developed by the HCV Resource Network. Some assessors stated that the guidance provided within the Toolkit is not always sufficient for the purposes of the oil palm industry assessment and are therefore used as a guideline only. Further guidance is also sought from RSPO Criterion 5.2 and the RSPO New Planting Procedure in order to produce a sufficient RSPO HCV Assessment.

Data for the HCV Assessment are collected from a number of sources including published information (in any medium) in the public domain, various map catalogues, the consultancies' own databases, rapid field surveys and interviews with stakeholders.

Data for HCVs 1-4 are collected from research of published (free) remote sensing data, current flora and fauna distribution maps (e.g. IUCN, Tropenbos, Birdlife), rapid field surveys conducted by the consultancy itself, interviews with local communities and literature surveys. Species' population data are rarely included in assessments as most surveys are conducted to gather only presence/absence information. Data collection on wildlife tends to be more opportunistic than based on recommended scientific survey methodologies. Assessors emphasised that they are forced to work within the budgets allocated by the company, which limits the time spent in the field and therefore the depth and breadth of the data included in assessments is restricted.

HCV assessors collect and collate a wide range of maps into the HCV Assessment document. These include, but are not always limited to, the IZIN Lokasi, HGU area maps, topography maps, thematic

maps (geophysical data), village maps, land-cover and land-use maps, land-rights map, wildlife distribution maps, drainage maps, climate and rainfall, planting plan map etc. The lack of standardised maps means that assessors often work with maps of all ages, scales and projections, depending on what is available for the area of interest; greatly limiting comparability. Companies do provide certain maps for the HCV assessment process (especially on land rights, IZIN Lokasi and HGU), however these can be of variable quality and assessors are occasionally required to develop their own maps.

Data for HCV 5&6 identification are collected through consultations with interested parties. Assessors agreed that they must “sift” through the data carefully as perceptions of what is and is not HCV 5&6 vary greatly in local communities.

As both primary and secondary data are collected, most assessors stated that secondary data are first judged to be of sufficient quality by the assessor themselves and then potentially verified by field checks, interviews or photographs of wildlife. It was also highlighted that public consultations play an important role in the verification of secondary data. One participant noted that this is the primary occasion for the verification of data and it is important to gain as much information from these consultations as possible as assessors do not have enough time to verify all the data they use within the assessments. Another participant stated that if no one objects to particular information during the public consultation, then the information must be correct and is therefore considered verified.

#### *Company involvement*

Dependent on contractual agreements, companies provide assessors with logistical support, support from company staff as well as accommodation and feedback.

Most assessors agreed that client (company) involvement is very important as it prevents disagreements at a later stage of the process when the locations, sizes and conservation values of the HCV areas are recommended. For this purpose, the assessor in question organises regular interactions with the company, together with local communities and other stakeholders from the beginning of the assessment process. One assessor highlighted that, from previous experience, company staff presence can affect the responses provided by local communities creating a potential bias in the results.

All participants agreed that whilst company involvement was very important and that company staff should take part in the development and research of the HCV Assessment, companies should not be allowed to interfere with the final outputs and recommendation of the report. Despite this, some assessors mentioned that on numerous occasions they have been requested to change or “dilute” their recommendations.

One producer stated that social assessments tend to be done by outside consultants, with company’s own staff also joining the process. In cases where the company disagrees with the recommendations provided by the assessor, these are “filtered” to those acceptable to the company and the management plan is developed on those recommendations.

### *Public consultation and peer-review*

Participants were unclear whether public consultations should take place before, during or after the conduct of the HCV Assessment and at what geographical scale (local, regional, national) the focus should be.

One assessor group reported that public consultations indicate the level of interest stakeholders have in a project. They should involve traditional leaders, the younger generation, religious leaders and local government to assess the perceptions of each stakeholder group. Public consultations were found by some to be poorly managed and therefore did not support professional decision making, but even these assessors still believed that they are useful as they generally tend to reflect the extent and areas of public concern plantation development and HCVs.

Consultations require the expertise of a technical facilitator. In some cases, the assessors found that the facilitator does not take into account the educational and awareness gaps between the assessors and the local community or are not impartial and push their own perceptions of the situation. The assessors also stated that all the consultants can do under the remit of a consultation is to develop a model for potential HCV areas, and in turn this model needs to be screened and endorsed by stakeholders.

A public consultation does provide an opportunity for local communities to voice their grievances. However, it was noted by the assessors that local communities are not well informed and often do not understand the maps presented to them or are not involved deeply enough in the assessment process to have sufficient knowledge to participate actively with the issues at hand. As consultations are allocated only short periods of time (sometimes as little as 4 hours), there is often not enough time available for a detailed and therefore useful discussion. Despite this, assessors stated that they do use the results of consultations to improve the information collated into the HCV Assessment.

Overall assessors found peer reviews a useful process, however non-transparency of the reviewers, their incomplete understanding of the priority issues of the subject area and subject bias (amongst others) often works against the provision of useful input for assessments. Other participants mentioned that results from both consultations and peer reviews tend to be limited with those involved too often emphasising their own interests rather than providing useful feedback on the HCV Assessment. One participant stated that when reviews are done by other assessors, criticisms tend to be watered down to avoid conflict between different assessors. However even though there are no clear official rules on peer-reviews, most believed that they should be conducted to increase the credibility of assessors and the HCV Assessment.

### *How do producers and auditors verify the quality of the HCV Assessment?*

In addition to using peer reviews, companies have to determine for themselves whether the HCV Assessment produced by consultants is of sufficient quality and standard for their needs and to meet certification and legal requirements. This is usually undertaken by analysing the content of the assessment and checking for what data was collected under each HCV type; the presence of species lists (including known rare, threatened or endangered (RTE) species) and interviews of plantation workers and communities; a wide range of maps (including slope and soil type assessments); and for

the presence of recommended sites for riparian area protection. When peer-reviews have shown an assessment to be inadequate, one company representative stated that they have requested for the assessment to be re-done. Some stated that a peer-review of assessments is only “semi-compulsory”.

The auditor groups reported back that in order to verify the HCV Assessment, they researched:

- whether or not the assessor was RSPO approved;
- whether a stakeholder consultation was held (to include NGOs and government);
- whether the document was peer reviewed;
- the HCV Identification Toolkit correctly applied;
- whether both secondary and primary sources of data were used;
- HCV maps (and land-use change maps since 2005) were present;
- species lists present;
- whether monitoring recommendations were given.

The presence of these characteristics was the benchmark for the quality of the HCV Assessment.

Other checks put in place by auditors to verify the presence of RTE species on the plantation mentioned by auditors included: conversations with company employees to determine species presence; verbal agreement on the presence of species with other stakeholders (e.g. local communities); potential checks with government departments; and some field visits to find animal tracks.

### **HCV Management and Monitoring**

*What recommendations does the HCV Assessment provide producers for HCV management?*

A wide variety of responses were received from assessors with varying levels of detail. One participant noted that HCV management is assumed to be through “benign neglect” and limited to the control of external threats and their sources. Therefore recommended actions would include mapping and marking of HCV boundaries; enforcement activities of those boundaries; awareness raising of the objectives for HCV maintenance to stakeholders who pose a threat to HCV areas; and development of procedures for co-management in specific cases. Other participants recommended the introduction of a non-hunting policy (including putting up awareness signs to this effect in the area); education of workers; control of access to prevent poaching; maintenance and enhancement of areas unsuitable for planting for biodiversity; and ensuring that effluent and other wastes do not leave the property and pollute areas outside of concession boundary.

The development of wildlife corridors was mentioned as a recommendation by numerous participants although the purpose of these corridors or the understanding of how they should function was unclear. In addition participants were not clear on how far into the wider landscape outside of concessions their recommendations should go, given the inability of companies to control actors outside of their concessions.

To specifically support Criterion 5.2, companies are advised to develop Standard Operating Procedures (SOPs) for HCV management and staff training; set aside recommended areas from development plans; inform contractors and field staff about HCVs; and specify penalties for infringement of rules. Assessors felt that the development of content for SOPs was outside of the scope of HCV Assessments and companies needed to develop SOPs themselves. Their quality should then be reviewed by auditors.

The level of detail in an assessment was frequently limited to recommendations such as “discuss the need to hunt with the local community”, “undertake socialisation”, “provide alternative livelihoods”, “provide budget for HCV monitoring” or “seek out experts for further information”. Many participants felt that recommendations were intended to be general and the detail was to be “filled in by the companies”. However some participants mentioned that they are specifically asked to keep recommendations general by clients in order to avoid “binding” them to specific actions. It was stated that the RSPO only requires “global (general)” recommendations.

Whilst some participants believed that provision of better wildlife population data would allow producers to better understand the negative impacts of oil palm development, other participants felt that companies were only responsible for the support of conservation and not for conservation itself. Therefore management recommendations reflect this. One assessor group reported back that the responsibility of the management of the HCV management unit falls on the RSPO.

*What recommendations does the HCV Assessment provide producers for HCV monitoring?*

Almost no information on the monitoring recommendations provided in HCV Assessments were given during group feedback. Participants that were specifically requested to divulge the recommendations they provide to companies often confused management activities with monitoring.

Two participants submitted further information in written form to ZSL after the conclusion of the workshop. They stated that monitoring recommendations are often designed to minimise effort by companies and seek to involve third parties who have specialist knowledge of the topic areas of management and monitoring. Whilst consultants were recommended for this task, the assessors stated that regional stakeholders would be preferable. Both participants stated that monitoring must be based on the capacity of the company implementing it and both stated that they recommend increasing capacity through staff training.

Two participants provided further information following the workshop. Their recommendations with the HCV Assessment included the identification of key HCV species that can be easily identified by staff for adoption as indicators for quick assessment and monitoring of waste and waste water discharge from mills. Indicators need to be chosen according to the objectives of the HCVs present and can be both qualitative and quantitative. However neither assessor was able to provide recommendations on the process of how management plans should be adapted following data evaluation. One stated that this was due to no monitoring data being available for analysis.

### *How useful is the HCV Assessment for producers?*

There was widespread agreement during the producers' workshop that the HCV assessment process had serious shortcomings. Some believed that HCV species lists produced as a result of consultations with local communities are not adequate and the lack of a timeframe meant that without detailed probing, species mentioned by communities during interviews may have long-disappeared from the area. The producers also agreed that the level of detail within the HCV assessments was not sufficient to develop sufficient management and monitoring plans and that recommendations overall were very general.

It was found that (when given) detailed recommendations often suffered from a lack of practicality on the field level and therefore were difficult to implement due to lack of capacity, resources and company procedures. Recommendations need take into consideration the specific conditions of concessions and be better tailored to company operations and needs. Participants also recommended that peer-reviews should be undertaken on HCV assessments. It was mentioned that "getting certification was easy", however it was at the audit stage that companies began to struggle.

### *How do auditors assess company HCV management and monitoring?*

During the producer workshop, one company representative shared his experience with the audit process of HCV management and monitoring. His company provided management and monitoring data to the auditors in a summary report and used the data collected by outside researchers as a demonstration of company monitoring activities. Lack of consistency amongst auditors from the same Certification Body was highlighted by a number of producers. It was found that two auditors may audit very differently and inexperienced auditors cause companies many problems especially when attempting to apply the HCV standard in oil palm context in similar ways to that of the forestry sector. Interpretation of the HCV concept was found to vary between different auditors and there appeared to be no standardisation of the audit process even within a single certification body.

Whilst it was mentioned that auditors do read the HCV management and monitoring documents provided by companies, recommendations and feedback tend not to be in writing and only "off-record". Participants also recommended that auditors require training on the 'helpful' new indicator of 5.2.5 which should link HCV 5 & 6 assessment to the Social Impact Assessment (SIA).

During the auditor workshop, a wide variety of responses were given to the above question, yet the specific questions regarding what constitutes an indication of compliance for maintaining and/or enhancing HCVs remained unanswered. Some statements on this issue included: "There will be no changes in HCVs unless there is encroachment. Therefore monitoring of HCVs is not always necessary." and "if the HCV area is still there; this constitutes compliance."

Only one group stated that they searched for evidence that specific illegal activities such as hunting are discouraged although it was not made clear what this evidence is. Some auditor groups stated that field checks are carried out for the presence of signs (to deter hunting), area demarcation, and

signs of encroachment by local communities. However, in general, only a small number of participants mentioned that any field checks are carried out during the audit process.

One group remarked that they took an evaluative approach to the assessment of management and monitoring plans. They stated that it is important to assess whether the management and monitoring plans are linked to the HCV assessment recommendations and national legal requirements. In addition, they wished to see that company SOPs were in line with both the management and monitoring plans. Another group said that they search for details such as the frequency of monitoring; however they were not able to explain clearly what constituted a good monitoring programme when asked.

Monitoring data are given to the auditors by companies in a variety of forms with little standardisation including species lists, evidence of a monitoring budget, maps of HCV locations, records of HCV plan implementation, stakeholder consultation reports, and as part of documents such as riparian management plans (although these do not constitute on-going monitoring results). Some auditors also conducted and analysed staff competencies based on interviews.

The use of adaptive management as an example of good management practice was not mentioned during group feedback. Auditors were therefore asked how they would audit the requirement for adaptive management and determine whether monitoring results were being fed into updated management plans. No information was provided on how this was audited, however this may be due to this indicator being only introduced during the 2012-13 P&C review.

## **Issues found**

### ***The Assessors' Workshop***

There is little trust in statistical data produced by the BPS (Indonesian National Statistics Agency) on local communities as well as data on rainfall and erosion potential from other sources (not mentioned). Maps that are available are in general believed to be of low quality. IUCN species list data are also believed not to be up to date.

Cooperation and good relations between company and local community are required for successful implementation of HCV management recommendations, however these are often lacking and in some cases parties are hostile to one another. It is also required to accurately capture and assess social HCVs. When this relationship is not present, the HCV Assessment may not be fully accurate.

Public consultations are usually out of context and variation in representation or attendance in consultations can bias the information received and thus the recommendations produced. Without all members represented, the recommendations may be incomplete and quality of the Assessment may be low.

One group felt that it was often difficult to compromise between the size of the HCV required and the economic loss that results from such recommendations for the company as economic considerations are most important to companies. When allocations of resources for conservation are involved, assessors are under pressure to recommend a compromise.



Up until now, the RSPO-published toolkits on HCV maintenance do not provide sufficient detail to provide sufficient recommendations for maintenance of HCVs. The recommendations for capacity building for companies (including staff training) required to maintain their HCVs were given as examples where detail is insufficient.

The lack of recognition of the HCV concept under Indonesian law was recognised by assessors as a further issue.

### ***The Producers' Workshop***

Participants felt that the HCV assessments are done in a relatively short time and therefore failed to describe the overall condition of an area and provided only a narrow snapshot of the state of the biophysical and social landscape before planting.

Within operational difficulties, participants stated that cost was one of the biggest hurdles to overcome. Budgets were often not allocated and senior company managers often attempted to operate without a dedicated HCV budget. Those responsible for HCV management and monitoring therefore are uncertain what level of funding will be available to them from one year to the next and budgets were only allocated on a proposal (rather than regular) basis and sometimes only on request. Managers often questioned whether tangible outputs of HCV management and monitoring could be demonstrated, yet did understand the benefits to company image. Monitoring however was often perceived by managers not to have sufficient tangible result.

Staff allocated to HCV issues were rarely dedicated to only deal with HCV issues. The majority had other responsibilities and therefore could not be fully committed to one job or the other. One participant however suggested that the issue was not one of having a specific number of people within an HCV team, but that the number of people required was dependent on the size of the HCV area. He suggested that some guidance should be provided as to how many people are required per varying HCV sizes.

The HCV concept is not currently recognised by Indonesian regulation (and therefore the *Badan Pertanahan Nasional* (BPN), Indonesian Land Agency) and this creates conflict between the RSPO (specifically the HCV Assessment) and Indonesian laws. It was also mentioned that enclaves can sometimes be referred to as HCV areas, yet are not under the direct control of the company even though they still form a part of the HGU; it was requested that this conflict be addressed. A number of the participants agreed that there is a need for a mediator between RSPO certified companies and the BPN to better communicate the HCV concept and company responsibilities under the RSPO. However, the participants were not able to provide an example where HCV land had been excised by the government.

Since allocation of HCV areas reduce the potential area for planting, some participants pointed out that smallholders refuse to allocate HCV areas. In addition, the majority of local community members do not understand the concept of HCV and instead wish to use what they perceive as abandoned land for production. Land conflict sometimes prevented company staff to enter HCV areas.

Discussions on monitoring were candid. Participants stated that external threats (e.g. mining) were the hardest to overcome and most of these came from communities living around the concessions. However threats to HCV areas were rarely analysed systematically and information regarding the threats to HCVs were only reviewed annually. Participants explained that they did not know what to do with monitoring data and there was usually no follow up on monitoring results through changes in the management plan.

Some participants felt that there were simply too many indicators to monitor and that it was of little use to have population status data for HCV species as companies did not know how to analyse the data, who it should be given to, or what to do with it and how management should change as a result.

### ***The Auditors' Workshop***

Auditors provided their feedback in bullet-point form due to the large number of issues identified:

#### *HCV Assessments*

- Companies did not have the correct maps available (including land suitability and boundary maps) or maps were of poor quality for auditing purposes.
- In some cases, maps did not have GPS coordinates.
- Data on land use prior to conversion may be missing.
- Companies do not have the landholder titles available for audits.
- HCV identification can be incorrect.
- There is no standard for HCV Assessments.
- Auditors felt it was difficult to verify whether the presented stakeholder input into HCV assessments is in fact the actual input as raw data is often missing. They are therefore unable to verify whether the report factually represents the discussions.

#### *HCV Management*

- HCV areas may be planted with oil palm.
- Management plans lack details of timelines and who is to implement the plan.
- There is a lack of understanding of how HCV management plans are to be implemented.
- Staff lack training on HCV management.
- There is little evidence of stakeholder consultation on HCV management.
- There is no budget allocated for HCV management.
- Management sometimes not willing to implement HCV management plans.
- The adaptive management process does not take place; monitoring data is not used to improve plans.

#### *HCV Monitoring*

- Monitoring and management may not be aligned.

- Monitoring records may not be traceable; time, location, date may be missing from data collected. Certification Bodies have attempted to resolve this by data review and conduct of more research and staff interviews.
- Frequencies of monitoring can be random with no justification.
- Certification Bodies may not be confident whether the quality of monitoring data is sufficient to inform adaptive management.
- Staff may not have the capacity to understand how monitoring results should feed into management plans.
- Staff are often unaware of what to do with monitoring data and may not be able to analyse it.
- There is no standard for HCV reporting for audits.

### ***General Comments***

The above problems do result in the failing of audit, but they are common problems.

Certain auditors requested more guidance on best practices for monitoring as they currently find it difficult to make a judgement on the effectiveness of plantations' management plans. Specific requests were made for details on effective monitoring with frequencies for monitoring various taxonomic groups.

Issues of verification and quality control exist, but auditors are not responsible for quality judgements. Therefore auditors stated that we should decide who is responsible for verifying the quality of monitoring data.

Guidelines for monitoring should be developed, but training needs to be developed for companies on how to undertake monitoring and adaptive management.

### **ZSL HCV Monitoring System**

#### *Assessors*

Assessors asked what follow up actions would be taken following the output from the monitoring system. It was explained that the System is developed as a tool for informing management and there is still a need therefore for prescribing Best Management Practices (BMPs). Further questions were raised for clarification on whether HCV Assessments can be integrated as baselines into the system.

#### *Producers*

The system was well received with questions posed to the resources needed to implement the system and technical details such as the inclusion of photographs under each data point, whether the system can be based online, and its susceptibility to viruses.

A number of companies approached ZSL after the meeting to request further information regarding the training process for the monitoring system.

### *Auditors*

The system was well received with questions posed to the staff resources required to implement the system; the costs involved; if a Personal Digital Assistant (PDA) version is available; the level of detail that is collected during patrols; and the reports produced. Most interesting questions arose in regards to the possibility of the system helping to demonstrate compliance to Criterion 5.2. Questions were posed whether the use of the system demonstrates compliance. It was explained that the use of the System itself does not demonstrate if a company is compliant, but the results produced can be analysed to show compliance with certain sub-criteria (namely aspects of 5.2.2 and 5.2.4) (i.e. the results from the System, not the simple use of the System itself can demonstrate compliance).

Whilst the participants agreed that the system is valuable to producers and will aid the audit process, they pointed out that they cannot request the results of the Monitoring System without the RSPO making it compulsory to use it.

## **Participant Presentations**

### ***Dr Gan, Musim Mas presentation (Producers Workshop)***

#### **Presentation**

Dr Gan presented on the monitoring activities of Musim Mas in Sumatra, Indonesia. Musim Mas have created Standard Operating Procedures for the management and monitoring which utilises both internal company resources and outside help to protect HCVs. Management is given HCV training which includes GIS, biodiversity assessment training and on issues of security. Musim Mas undertakes extensive monitoring of a number of taxons including birds, mammals and reptiles as well as vegetation. This monitoring is undertaken together with Princeton University to allow for international students to study within Musim Mas' concession. Agreements are made with the local community for the protection of HCV land and external threats are regularly monitored with patrols. Management plan review takes place regularly for adaptation following monitoring results.

#### **Discussion**

During the discussion following the presentation, participants asked Dr Gan about the resources required to undertake the monitoring and how it linked back to management. Dr Gan responded that each company (PT) has approximately 14 staff working on sustainability issues and HCV area roughly equalled 20% of the concession land. Monitoring was conducted every month and once every six months for vegetation assessments. If threats were found, this was immediately used to

internally alter the management plan, however if serious issues were discovered, Musim Mas would look for support outside of company staff and also seek a solution with auditors.

### ***Calley Beamish, Wilmar International presentation (Auditors Workshop)***

#### **Presentation**

Calley Beamish gave a presentation on Wilmar International's current monitoring and management activities and of the issues they faced during audits. Ms Beamish provided examples of instances where auditors allegedly went beyond the remit of their audit by requesting the reclassification of HCV areas.

As there is no standardised audit template or checklist, there are differences in the requests made by auditors and in the formats that auditors request the information. This leads to Wilmar's frustration as document formatting has had to be redone on numerous occasions following auditor demands.

Ms Beamish emphasised the lack of an audit checklist which companies could follow and stated that requests for documents and other information should be standardised by the RSPO rather than left to individual auditors.

#### **Discussion**

Participants responded that the monitoring plan presented was the most comprehensive they had seen and could not come to a conclusion why Wilmar faced the problems it did. However, there was disagreement on the requirement for more guidance for audits. Some agreed that more guidance was needed whilst others felt that guidance cannot cover all eventualities and must therefore be limited; prescription can cause problems.

The RSPO Secretariat informed participants that they must be fully aware of their ToR and requesting information outside of the remit is not permitted. The Certification Bodies must evaluate their own staff competency, ensure that their staff are well trained and audits should have at least three auditors in a party, each with their own competencies. In addition, audits must be well planned.

An HCV template has been developed and therefore if auditors request information outside of this, the company is able to challenge it. In addition, auditors are not the final decision makers (although reviewers usually accept the auditors' recommendations) and there is a window of opportunity for companies to challenge audit reports.

## **Recommendations**

### **Overall recommendations**

- A full review of the HCV assessment, management and monitoring systems currently in place should be undertaken due to the large number of issues raised by CBs under each. This workshop raised a number of specific concerns (e.g. provision of raw data from stakeholder consultations within HCV Assessments), however it is clear that an overall review should be conducted with auditor input to identify all existing issues and how widespread within the industry they are.
- A clear demand for standardisation, across all of the stages from assessment, through monitoring to auditing, was expressed by many of the parties involved in the workshops. A key requirement is the need of consistency, most likely to be obtained by the development of standardised practical protocols. These should be flexible so as to adapt to the needs of different companies, yet remain comparable between companies.
- A standardised language and definitions needs to be developed across each stage, to ensure transparency and facilitate understanding.
- While it was recognised that HCV assessments are only a snapshot in time, HCV monitoring can provide the mechanisms by which this snapshot is expanded into a much broader temporal and spatial understanding of the changing nature of the HCVs within the landscape. This is particularly pertinent for HCV 1 and 5, where the needs of the community or biodiversity may change seasonally as they adapt to the changes in their environment that may take place with the development of the HGU. This can then facilitate an HCV review embedded in the auditing process, to allow for amendments and adjustments in HCVs over time.

### **Assessment specific recommendations**

- A more formalised procedure for company and community engagement needs to be developed for the assessment process, including the identification of key stages where input is required from each and by which method.
- Better training should be provided to HCV assessors if it is found that they are unaware of the recommendations they need to provide and how this can be tailored to each company.
- The system of using interviews with local communities to gather baselines on biodiversity presence is open to a number of issues that then present problems during HCV management and monitoring. A standardised format for such interviews should be created or data should be omitted as factual baselines. Communities should however be involved in the monitoring process to utilise local knowledge of the forest and that of social HCVs.
- Levels of detail sufficient for the development of management and monitoring plans is often lacking in HCV assessments and this must be raised with HCV assessors.
- Given the large number of issues that producers mentioned in regards to the HCV assessment document, it is preferable that the HCV assessment document is peer-reviewed under all circumstances and that random verification checks are conducted to ensure standards are maintained.

### **Management specific recommendation**

- Create a platform to resolve the gaps in information provision between companies, auditors and assessors at all levels. Specific examples can be seen in the belief of producers that insufficient information is provided to them in the HCV Assessments to facilitate the development of effective HCV management plans, whilst assessors believed that they should provide only general recommendations.
- Companies should be given guidance on best practices for the development, focus and recommendations of HCV assessments to facilitate a company critique system.
- Companies must provide dedicated, transparent and regular budgets to HCV management including monitoring.
- Company managers require further levels of awareness of the benefits and requirements of HCV management and the likely outputs for the company.
- HCV teams require dedicated staff, however number of staff required is dependent on size of HCV area present and management requirements.
- More guidance needs to be provided to companies on the management and monitoring of HCVs. This is specific to the species to be monitored, the process of data analysis and adaptive management. Where possible, methods of monitoring and management should be simplified and standardised.
- Introduction of new standardised tools to aid HCV management and monitoring should be communicated to auditors and suitable training provided to ensure capacity is developed to use the tools effectively.

### **Auditing specific recommendations**

- Many participants requested that standardised reports, timelines, maps, and monitoring results should be produced across all companies.
- Certification Bodies should be involved and consulted during discussions held by various RSPO working groups and future reviews of the RSPO P&Cs. Outcomes of Working Groups and Task Forces need to be well communicated to auditors to ensure that new systems and standards are in place and enforced.
- Better training should be provided to auditors given the discrepancy between audits. This should be further supported by the development of an auditors' checklist, which also allows for the recommendations for modification in HCVs based on monitoring results.
- Certification Bodies should be trained (or may need further training) on the definitions and implications of certain auditable criteria and indicators. This recommendation follows the conflicting definitions offered by CBs and is further supported by the lack of awareness of how compliance to the new indicator on adaptive management can be audited.
- Random checks should be performed on audits and the reality on the ground to analyse decisions made and failings of the audit process. Given the large array of issues faced at the audit process, this is to ensure that companies are correctly audited.
- Companies should be aware of their opportunities to challenge audits. Further research should be conducted to analyse whether further standardisation and better guidance needs to be developed for the audit process to avoid conflicts.





APPENDIX I – Workshop Agendas

**Auditor Workshop – 21 May 2013 – Kuala Lumpur, Malaysia. Facilitated by Reza Azmi, Wild Asia**

TIME	TITLE	DETAIL
9.00	Welcome and workshop overview	
9.30	Introduction – Update on HCV	
9.45 – 10.45	Session 1: Current requirements of HCV auditing under RSPO	<p>BRIEF PRESENTATION: <i>Current requirements of auditing criterion 5.2 &amp; 7.3</i> Reza Azmi, Wild Asia</p> <p>Group discussion on general issues of HCV auditing for Criteria 5.2 &amp; 7.3</p>
10.45 – 11.00	<i>Tea Break</i>	
11.00 – 12.00	Session 2: Current auditing processes for 5.2	<p>BREAKOUT SESSION 1: Exploration of current processes, approaches, differences and similarities Four groups, to discuss:</p> <ul style="list-style-type: none"> <li>○ What data is sought for compliance evaluation for Criterion 5.2? <ul style="list-style-type: none"> <li>○ HCV Assessment (5.2.1). How is the assessment verified? What benchmarks are used for quality or content? Are monitoring plans assessed and, if so, how?</li> <li>○ How is compliance to the following assessed? <ul style="list-style-type: none"> <li>○ Appropriate measures to maintain and/or enhance HCVs through a management plan. (5.2.2) These shall include: <ul style="list-style-type: none"> <li>● Prevent deterioration of HCVs</li> <li>● Control of illegal activity</li> </ul> </li> <li>○ Where a management plan has been created there shall be on-going monitoring: <ul style="list-style-type: none"> <li>● The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>● Outcomes of monitoring shall be fed back into the management plan.</li> </ul> </li> </ul> </li> </ul> </li> <li>○ In what forms is the above data usually given to the auditor?</li> <li>○ How is the precautionary approach audited?</li> <li>○ What field checks by the auditor are carried out/possible to carry out for Criterion 5.2?</li> <li>○ What form of monitoring of HCVs does normally take place within concessions by companies?</li> </ul> <p>Report back to room by two groups</p>

12.00 – 13.00	<i>Lunch</i>	
13.00 – 14.15	Session 3: Potential issues with current auditing processes	<p>BREAKOUT SESSION 2: Potential issues with current auditing processes: Four groups, to discuss:</p> <ul style="list-style-type: none"> <li>○ Is there data that you request for audits, but find difficult to access?</li> <li>○ Are the data/reports/other documents usually presented in a format that you find suitable for auditing?</li> <li>○ Do you find reports, data sets etc. usually complete? Are there frequent gaps to the information available? What are those gaps?</li> <li>○ What are the most common issues with assessing compliance from the available data?</li> <li>○ What are the most common failings for companies under Criterion 5.2?</li> <li>○ What are the weaknesses in the reporting standard for compliance?</li> <li>○ Do you believe that current monitoring standards are of high quality and relevance to adaptive management?</li> <li>○ Do you find difficulties in evaluating how HCV monitoring data is used and how this is used to adapt management plans and actions?</li> <li>○ Are there gaps that need to be filled in the new P&amp;C under Criterion 5.2, specifically in terms of monitoring and adaptive management?</li> <li>○ Other issues concerning the reporting on HCV compliance?</li> </ul> <p>PRESENTATION: <i>Industry perspective on the difficulties of HCV auditing under Criterion 5.2.</i> Calley Beamish, Wilmar International.</p> <p>Report back to room</p>
14.15 – 14.30	<i>Break</i>	
14.30 – 15.45	Session 4: Strengthening the system	<p>PRESENTATION: <i>Room for improving the auditing standards for Criterion 5.2</i> Bart van Assen, Gaia Commodities.</p> <p>BREAKOUT SESSION 3: Strengthening the system: Four groups, to discuss:</p> <ul style="list-style-type: none"> <li>○ What information/data would you like to see for compliance for the above aspects of Criterion 5.2?</li> <li>○ How would you like this information to be presented?</li> </ul>

		<ul style="list-style-type: none"> <li>○ Recommendations of what should be reported; a checklist?</li> <li>○ Provide recommendations for suitable reporting formats.</li> <li>○ How would you improve current monitoring and adaptive management practices for HCV under 5.2?</li> <li>○ Would you recommend any further work/research that needs to be undertaken to allow for better levels of compliance and quality of HCV management and monitoring?</li> <li>○ Would you recommend more standardisation as part of the certification system or greater flexibility? Which would ensure better environmental results?</li> </ul> <p>Report back to room by two groups</p>
15.45 – 16.45	Session 5: ZSL HCV Threat Monitoring System	<p>PLENARY PRESENTATION: <i>Standardised Threat Monitoring System</i> Michal Zrust, ZSL</p> <ul style="list-style-type: none"> <li>○ Why the system is needed</li> <li>○ How does it work?</li> <li>○ SMART software</li> <li>○ What outputs can be derived from the data collected?</li> <li>○ What reports/reporting templates can be produced?</li> <li>○ Good monitoring practices</li> <li>○ How can auditors verify the data collected?</li> </ul> <p>Demonstration of SMART software</p> <p>How can the ZSL System overcome the issues discussed?</p> <p>Q&amp;A</p>
16.45 – 17.15	Closing & Next Steps	<p>PLENARY Reza Azmi &amp; Michal Zrust</p> <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Next Steps</li> </ul>

Producer Workshop – 3 July 2013 – Bogor, Indonesia. Facilitated by Bart van Assen, Gaia Commoditas.

TIME	TITLE	DETAIL
9.00	Welcome and workshop overview	
9.30 – 10.30	Session 1: Current processes for 5.2	<p>BRIEF PRESENTATION: <i>Current requirements under the new criterion 5.2</i> Bart van Assen, Gaia Commoditas.</p> <p>BREAKOUT SESSION 1: Exploration of current processes, approaches, differences and similarities for ensuring compliance with Criterion 5.2.</p> <ul style="list-style-type: none"> <li>- The HCV Assessment <ul style="list-style-type: none"> <li>o How do companies assess the quality of HCV assessments and whether they are in line with Criterion 5.2?</li> <li>o What recommendations are usually given by HCV assessor in their report for monitoring and management?</li> </ul> </li> <li>- The Company <ul style="list-style-type: none"> <li>o How do you use the HCV assessment to design a HCV Management and Monitoring plan?</li> <li>o How have the HCV Monitoring and Management plans been adapted following the release of the new Principles and Criteria?</li> </ul> </li> <li>- The Audit <ul style="list-style-type: none"> <li>o What type of information is requested by auditors for compliance with 5.2?</li> <li>o What format is this information provided in (e.g. raw data, summary reports, maps, proof of existence of budgets?)</li> <li>o Is there variation (and what is this) between audits and auditors in the information requested?</li> <li>o Do auditors assess document quality?</li> </ul> </li> </ul>
10.30 – 11.00	<i>Tea Break</i>	
11.00 – 12.00	Session 2: HCV Management & Monitoring	<p>BRIEF PRESENTATION: <i>HCV Management, Monitoring and adaptive management practices</i> Surya, Wilmar International</p> <p>BREAKOUT SESSION 2: Current management and monitoring practices in the field. What monitoring is</p>

		<p>undertaken, what management actions are taken, and how is management adapted from on-going monitoring.</p> <ul style="list-style-type: none"> <li>- What management activities do you undertake to ensure compliance with Criterion 5.2 Indicator 5.2.2 under the following: <ul style="list-style-type: none"> <li>o Maintenance and/or enhancement of HCVs: <ul style="list-style-type: none"> <li>▪ Riparian areas</li> <li>▪ The status of HCV and RTE species</li> <li>▪ Water quality</li> <li>▪ Habitat quality</li> <li>▪ Prevention of deterioration of HCVs</li> <li>▪ Control of illegal activity</li> <li>▪ Operational errors</li> </ul> </li> </ul> </li>   <li>- What monitoring activities do you undertake to ensure the quality of management of the above aspects? <ul style="list-style-type: none"> <li>o What do you monitor?</li> <li>o Who developed your monitoring activities?</li> <li>o What form of monitoring do you use (e.g. surveys, remote satellite imagery, drones, patrols etc.?)</li> <li>o Who undertakes your monitoring activities (e.g. in-house, group or estate level?), consultants, researchers, local community etc.)?</li> <li>o How do you verify the quality of the data resulting from monitoring?</li> <li>o Who and how do you analyse the monitoring data?</li> <li>o What reports are produced to show monitoring results?</li> <li>o How is the data used to adapt management activities?</li> </ul> </li> </ul>
12.00 – 13.00	<i>Lunch</i>	
13.00 – 13.30	Summary of Sessions 1 & 2	Plenary presentations and discussion of previous sessions.
13.30 – 14.30	Session 3: Potential issues with current monitoring and management practices	<p><i>Practical difficulties for oil palm producers in monitoring and managing HCVs for compliance with Criterion 5.2.</i></p> <p>BREAKOUT SESSION 3: Exploration of the difficulties faced by producers in maintaining HCVs. How do the current HCV assessments, audits help/hinder HCV management?</p> <ul style="list-style-type: none"> <li>- The HCV Assessment</li> </ul>

		<ul style="list-style-type: none"> <li>○ What difficulties do you face in implementing the recommendations given in the HCV assessment?</li> <li>○ Do you find the HCV assessments sufficient as a reliable baseline to build a management and monitoring plan for HCVs?</li> <li>- The Company <ul style="list-style-type: none"> <li>○ What challenges do you face in managing in HCV areas?</li> <li>○ Do you have a dedicated team to monitor HCV areas? Is their capacity sufficient to provide managers with enough information on HCV status?</li> <li>○ What difficulties do you face when monitoring HCVs?</li> <li>○ Do you face problems with using outside help for monitoring activities?</li> <li>○ Do you face issues with data analysis and/or result interpretation?</li> <li>○ Do you face difficulties in adapting management from monitoring results?</li> <li>○ Would you prefer if HCV monitoring and management guidelines were standardised by the RSPO?</li> </ul> </li> <li>- The Audit <ul style="list-style-type: none"> <li>○ Are there issues arising from the HCV auditing process?</li> <li>○ Do you face difficulty in providing the data/documents required by auditors?</li> <li>○ Do you believe the audit process to be sufficiently analytical?</li> <li>○ Does the audit process help you improve your management and monitoring activities?</li> </ul> </li> </ul>
14.30 – 15.00	<i>Break</i>	
15.00 – 16.30	Session 4: ZSL HCV Threat Monitoring System	<p>PLENARY PRESENTATION: <i>Standardised Threat Monitoring System</i> Lili Sadikin, ZSL</p> <p>OPEN DISCUSSION: Summary of Session 3. Potential solutions to HCV monitoring and management issues. Use of Monitoring System to overcome current issues.</p>
16.30 – 17.00	Closing & Next Steps	<p>PLENARY Bart van Assen &amp; Michal Zrust</p> <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Next Steps</li> </ul>

Assessor Workshop – 4 July 2013 – Bogor, Indonesia. Aisyah Sileuw, Daemeter Consulting.

TIME	TITLE	DETAIL
9.00	Welcome and workshop overview	
9.30 – 10.45	Session 1: HCV Assessment baselines	<p>BRIEF PRESENTATION: <i>Current requirements for HCV assessments under the RSPO</i> Aisyah Sileuw, Daemeter.</p> <p>BREAKOUT SESSION 1: Exploration of current processes, approaches, differences and similarities for developing an HCV assessment.</p> <ul style="list-style-type: none"> <li>○ What data is collected during the HCV assessment process?</li> <li>○ What methods are used to collect the data for the HCV assessment?</li> <li>○ How is the assessment formulated to facilitate compliance with criteria 5.2?</li> <li>○ What involvement does a company have during the assessment process?</li> <li>○ How is the secondary data within the assessment verified?</li> <li>○ Do public consultations and peer reviews provide you with sufficient feedback for improvement? What feedback do you usually receive?</li> </ul>
10.45 – 11.15	<i>Tea Break</i>	
11.15 – 12.30	Session 2: HCV Management & Monitoring	<p>BRIEF PRESENTATION: <i>HCV Management, Monitoring and adaptive management practices</i> Dwi Muhtaman, Remark</p> <p>BREAKOUT SESSION 2: HCV assessment recommendations for HCV monitoring and management.</p> <ul style="list-style-type: none"> <li>○ What recommendations are given to companies to help them meet criteria 5.2?</li> <li>○ What recommendations are given for development of a management plan?</li> <li>○ What recommendations are given for the development of a monitoring system?</li> <li>○ What methods for monitoring do you recommend?</li> <li>○ Do you recommend use of consultants for monitoring?</li> <li>○ Are recommendations generic across assessments or specific to each situation?</li> <li>○ Are recommendations for management and monitoring based on company capacity to implement them?</li> <li>○ What recommendations are given to companies regarding the development of capacity to implement management and monitoring activities?</li> <li>○ What recommendations do you give to facilitate the adaptation of management plans following analysis of monitoring results?</li> </ul>

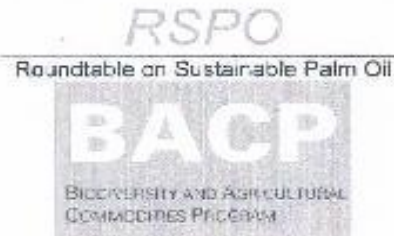
12.30 – 13.30	<i>Lunch</i>	
13.30 – 14.45	Session 3: Issues and difficulties with HCV assessment and recommended monitoring	<p>BREAKOUT SESSION 3: Exploration of the difficulties faced by assessors and producers in maintaining HCVs. How do the current HCV assessments, audits help/hinder HCV management? What capacity is present to ensure recommendations are followed?</p> <ul style="list-style-type: none"> <li>○ Which types of data are challenging to collect?</li> <li>○ Which existing data sets are usually found to be incomplete, insufficient or unreliable?</li> <li>○ Do company, staff, workers, and community cooperate during assessment process?</li> <li>○ What problems usually arise during the public consultation?</li> <li>○ What difficulties present themselves at the recommendation-making process?</li> <li>○ What practical operational considerations limit the recommendations you can provide?</li> <li>○ What difficulties exist for companies in implementing the recommendations (i.e. management and monitoring plan)?</li> <li>○ What specific difficulties do you face in recommending how a company is to maintain and enhance HCV areas?</li> <li>○ Do you feel that the RSPO provides you with enough training and/or support?</li> </ul>
14.45 – 15.15	<i>Break</i>	
15.15 – 16.30	Session 4: ZSL HCV Threat Monitoring System	<p>PLENARY PRESENTATION: <i>Standardised Threat Monitoring System</i> Lili Sadikin, ZSL</p> <p>OPEN DISCUSSION: Potential solutions to HCV monitoring and management issues. How the HCV assessment process can help better monitoring practices.</p>
16.30 – 17.00	Closing & Next Steps	<p>PLENARY Aisyah Sileuw &amp; Michal Zrust</p> <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Next Steps</li> </ul>



APPENDIX II – Workshop attendance

Auditor Workshop – 21 May 2013 – Kuala Lumpur, Malaysia

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RSPO PRODUCER WORKSHOP ON  
HCV MONITORING AND  
COMPLIANCE

IPB INTERNATIONAL CONVENTION CENTRE,  
BOGOR, 3RD JULY 2013



Attendance List

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RSPO ASSESSOR WORKSHOP ON  
HCV MONITORING AND  
COMPLIANCE

IPB INTERNATIONAL CONVENTION CENTRE,  
BOGOR, 4TH JULY 2013



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