

**THE PROCESS TO EFFECTIVELY COMPLETE PREPARATIONS
FOR RSCE2 IN TRINIDAD AND TOBAGO**

- **Background**
- **Objectives for RSCE2**
- **The remit of the RSCE2 Working Group**
- **Co-ordination office, funding, Roundtable website and transparency**

BACKGROUND

1. Work to improve the sustainability of the world cocoa economy is of fundamental importance to both cocoa producers and cocoa consumers. In the light of this, the Roundtable for a Sustainable Cocoa Economy (RSCE) was created as a transparent and participatory initiative aiming to engage and co-operate constructively with stakeholders along the cocoa supply chain. Due to the structure of the global cocoa industry and the smallholder nature of cocoa production it is important to engage the governments of cocoa producing and consuming countries in the activities of RSCE.
2. The International Cocoa Organization (ICCO) led the efforts to launch and organize the first meeting of the “Round Table on a Sustainable World Cocoa Economy”, held in Accra (Ghana) in October 2007 with generous donor support. This meeting gathered together many interests to discuss the broad principles and characteristics that were necessary for a Sustainable World Cocoa Economy. The results of these discussions, a joint agreement from all participants, became known as the “Accra Agenda” and set the framework for the future work of the (now referred to as) Roundtable for a Sustainable Cocoa Economy (RSCE).
3. At the inaugural meeting in Accra it was agreed to hold a second Roundtable meeting in 12 – 18 months’ time to further develop ideas on the sustainability of cocoa. It was also agreed not to deliberate on questions of governance, independence or formal organization of this Roundtable process at such early stage. A roadmap of crucial issues was developed through the active participation of all stakeholders, setting the course “Towards a Sustainable Cocoa Economy”. This defined the priorities for further work and research in form of background documents, to enable RSCE to prepare for the second Roundtable meeting.

OBJECTIVES FOR RSCE2

4. The mission statement for RSCE2 is: “*Promoting sustainable production and use of cocoa through dialogue and cooperation with all stakeholders along the supply chain.*”

5. The mandate of the RSCE Working Group and the RSCE Co-ordination Office is to make all necessary preparations for the success of the Second Roundtable Meeting RSCE2:
- substantive preparations, including participatory development of standards to be adhered to progressively by stakeholders and possibly indicators and an initial system of verification
 - responsibility for logistical arrangements
 - development of ideas on the long-term format and status of the Roundtable

It was agreed that substantive discussions and decisions relating to the organization and existence of RSCE beyond RSCE2 will not be made by this Working Group of RSCE2 – they will be discussed at the next Roundtable meeting.

6. The objectives for this work and for RSCE2 were derived from the Accra Agenda and made operational by the Working Group. The six objectives are to:
1. Identify principles, underlying the “Accra Agenda”, taking into account the three pillars of sustainable development - environmental, economic and social;
 2. Be a platform for consultation and dialogue for initiatives promoting sustainability in cocoa;
 3. Encourage (further) development of standards for sustainable cocoa and best supply chain practices and promote their implementation, taking into account the special needs of smallholders;
 4. Identify the ways and means of delivering traceability and monitoring in the cocoa supply chain, from production through trade/processing to consumption;
 5. Consider the role of certification for cocoa and the similarities/differences of existing and newly developed mechanisms of certification, again taking into account the responsibilities of different stakeholders and the special needs of smallholders;
 6. Exchange views on existing programmes towards the implementation of core labour standards.

THE REMIT OF THE RSCE2 WORKING GROUP

7. **The RSCE2 Working Group** in its current form emerged as a result of the consultations of a pre-working group and the kind support of ICCO, which organized and facilitated its meetings. The composition of the Working Group is:
- **Two elected Co-chairpersons:** one from a cocoa producing country and one from a cocoa consuming country;
 - The **Chairman of the Consultative Board on the World Cocoa Economy** of ICCO is invited to be a member of the Working Group;
 - The **Roundtable Co-ordinator**;
 - **Two speakers for cocoa producing and cocoa consuming countries**;
 - Representatives from the **host countries** of RSCE2 (Trinidad & Tobago) and the preparatory meeting (Côte d’Ivoire);
 - Representatives from **donors** funding the preparations of RSCE2;

- Four representatives from **cocoa industry associations** (three as members and one as observer);
 - Two representatives from **international civil society organizations**;
 - **Other representatives** from cocoa producing and consuming ICCO Member Countries;
 - The **Executive Director of ICCO**, as an observer.
8. The RSCE2 Working Group will hold regular **meetings**, at least three times per year, coinciding with the ICCO meetings in January, May and September. Additional meetings or telephone conferences will be held as and when required. Working Group members will be given the option of nominating “alternates”. After every meeting, a detailed **Working Group meeting report** will be prepared by the secretariat for internal documentation. This will then be published on the Roundtable website for external information and transparency purposes, once it has been approved confirmed by the members of the Working Group.
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| • 14 November 2007, London | First meeting of the Pre Working Group |
| • 9 January 2008, London | Second meeting of the Pre Working Group |
| • 6 March 2008, London | 1 st meeting of the RSCE2 Working Group |
| • 27 May 2008, Berlin | 2 nd meeting of the RSCE2 Working Group |
| • 15 September 2008, London | 3 rd meeting of the RSCE2 Working Group |
| • 10-11 November 2008, London | 4 th meeting of the RSCE2 Working Group |
| • 12 January 2009 (p.m.), London | 5 th meeting of the RSCE2 Working Group |
| • 10-12 February 2009, Abidjan | RSCE2 Preparatory Meeting in Côte d’Ivoire |
| • 24-27 March 2009, Port of Spain | RSCE2 Meeting in Trinidad & Tobago |
| • 20 April 2009, London | 6 th meeting of the RSCE2 Working Group |
9. The **working languages** for RSCE2 will be English, French and Spanish. Key documents will be translated into all working languages subject to available funds. Interpretation to and from all working languages will be provided at RSCE2 in Trinidad & Tobago and to and from English and French at the Preparatory Meeting in Côte d’Ivoire. Working Group Meetings will not require interpretation to all working languages, but this will be facilitated subject to available funds.
10. The Working Group has developed a **work programme** detailing the documents to be prepared for a successful RSCE2 in Trinidad & Tobago.

RSCE2/1: Programme for the RSCE2 in Trinidad and Tobago

RSCE2/2a: The Process to effectively complete Preparations for RSCE2 in Trinidad and Tobago

RSCE2/2b:	Modus operandi of RSCE
RSCE2/3:	Best Known Practices in the Cocoa Value Chain
RSCE2/4:	Sustainability Initiatives and the Challenge of Compliance
RSCE2/5:	Study on Traceability and Tracking
RSCE2/6:	Social Issues
RSCE2/7:	Draft Principles for a Sustainable Cocoa Economy

The following documents are to be prepared for the RSCE2 Preparatory Meeting in Abidjan, Côte d'Ivoire, 10-12 February 2009:

RSCE2/PREP/1:	Programme for the RSCE2 Preparatory Meeting in Côte d'Ivoire
RSCE2/8:	Summary Report of the RSCE2 Preparatory Meeting in Abidjan

Members of the Working Group or nominated experts in the respective areas were invited to join the RSCE2 Expert Groups for the preparation of documents RSCE2/2b – RSCE2/7. Leaders for these Expert Groups were appointed and responsibilities were allocated. The RSCE2 background documents will be translated into all working languages at the stage of “consolidated draft outlines”. Every member of the Expert Group will then work on the “modules” they are responsible for in their respective languages. All modules will be gathered together as a joint document and a first draft of the final document will be revised and translated into all working languages. The deadline for all Expert Groups to submit the final RSCE2 background document to the co-ordinator is **5 January 2009**. The documents will be translated into all official RSCE languages and then be endorsed by the RSCE2 Working Group in the meeting on 12 January 2009. After this meeting, all RSCE2 background documents will be made available to the public in English, French and Spanish on the Roundtable website for comments. A list of all members of the expert groups will be posted on the Roundtable website in the “About us” section.

11. All documents should not exceed a maximum of 10 pages with an annex of sources. All documents will start with a summary and an introduction on the objectives of RSCE2 and how the document contributes to achieving these. The text should be laid out in single line spacing, using “Times New Roman”, font size 12, with a left hand margin of 3 cm and 2.5 cm on all other sides. All original sources referred to in the document should be provided and referenced using the Harvard referencing guide for print¹ and electronic² sources.
12. It has been decided that the RSCE2 Working Group will not take decisions on the **future of the Roundtable process** and questions of governance. These questions will be decided at RSCE2 on basis of document RSCE2/2b “Modus operandi of RSCE” prepared by the responsible Expert Group.

¹ University of Sheffield Library (2007) Harvard referencing guide *HSL-DVC1* [online]. Sheffield, University of Sheffield. Available from: <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf> [Accessed 17 November 2008]

² University of Sheffield Library (2007) *Citing electronic sources of information HSL-DVC2* [online]. Sheffield, University of Sheffield. Available from: <http://www.shef.ac.uk/library/libdocs/hsl-dvc2.pdf> [Accessed 17 November 2008]

CO-ORDINATION OFFICE, FUNDING, ROUNDTABLE WEBSITE AND TRANSPARENCY

13. The RSCE has appointed a Roundtable Co-ordinator and an Assistant to facilitate the work of RSCE in close cooperation with the Working Group and its Co-chairs. The tasks of the co-ordination office will be: administration and logistical preparation of working group meetings; preparation of documents for working group meetings (agenda, background documents, position papers, meeting report); administration and logistical preparations of the RSCE2 meeting in Trinidad & Tobago from 24-26 March 2009 and the preparatory meeting from 10-12 February 2009 in Cote d'Ivoire; the facilitating of translation and interpretation services; coordination of public relations (maintenance of the Roundtable website with content and updates, communication with the cocoa community, advertising RSCE on the web, co-ordination of stakeholders' "comments and suggestions" from the website); organization of web-based discussion fora on the RSCE2 background documents; coordination of and participation in the Expert Groups' work on RSCE2 background documents.
14. **Financial support** to RSCE was pledged from the Governments of Germany (€ 200.000), Netherlands (€150.000 for RSCE2 and €45.000 for preparatory activities), Switzerland (CHF 100.000) and Trinidad & Tobago (€29.747) for the preparation and implementation of the second Roundtable meeting (RSCE2). RSCE will be receiving the following in-kind support from ICCO: the establishment and hosting of a Roundtable co-ordination office including co-ordinator and assistant; the hosting and facilitation of RSCE2 Working Group meetings; and contribution to the preparation of background documents by ICCO staff. This is very much appreciated. The budget for RSCE2 will be jointly administered by the RSCE co-ordination office and ICCO. Further funding for RSCE will be invited in order to allow for a seamless extension of RSCE beyond the second Roundtable meeting.
15. RSCE has launched a **website** in English under the domain www.roundtablecocoa.org. Navigation on this website will be in English only, although key documents will be provided in all RSCE working languages. Provision of the website in all working languages will be considered subject to available funds. The objectives of this website will be to:
 1. Act as a platform for the international cocoa community's work on sustainability
 2. Facilitate internal documentation and transparent external communication of the work of RSCE
 3. Provide a forum for discussion on RSCE2 background documents and topics related to the sustainability of cocoa and other commodities
16. In the interests of active stakeholder engagement and **full transparency**, all significant RSCE2 documents will be posted for a period of 30 days as "discussion drafts" in all three working languages on the Roundtable website for public comments from interested stakeholders. All submitted comments will then be reviewed and incorporated as appropriate in a revised version of the document. Revised documents will then be posted on the website for a second period of 30 days for further public comments. Two such periods

of public scrutiny of documents will clearly slow down the rate of progress towards achieving a more sustainable cocoa economy, but it was considered to be the most cost effective way of moving forward in a process of transparent and participative engagement. Other commodity Roundtable processes have adopted this approach to good effect.