



# **trustea Sustainable Tea Foundation**

## **9<sup>th</sup> Council Meeting- 4 Dec, 2023**

### **Agenda and Minutes**

<b>Agenda</b>
<ul style="list-style-type: none"> <li>• Welcome address</li> <li>• Anti-trust statement</li> <li>• Council membership update</li> <li>• Opening remarks &amp; approval of previous minutes</li> <li>• AOB</li> <li>• Executive summary</li> </ul>
<b>Program Updates:</b> - Approval on revised standard including transition plan - Public consultation feedback - Change proposed in audit protocol
IT update
Women's safety way forward
Communication update & seal on pack
Closing remarks

**Chaired by:** Jagjeet Singh Kandal - IDH

**Attendees:**

Constitution	Member organisation	Representative
Tea Buyers and Packers	HUL	Daleram Gulia
		Mandeep Singh Tuli
Tea Buyers and Packers	TCPL	Puneet Das
Tea Buyers and Packers	GTPP	Paras Desai
		Rajiv Bhargava
		CP Navneet
Tea Producers and Manufacturers	ABLTMA	Gautam Beria
Civil Society /Non-Governmental/ Multilateral Organizations	ETP	Ranjana Das
Civil Society /Non-Governmental/ Multilateral Organizations	IDH	Jagjeet Singh Kandal
Tea Producers and Manufacturers	ITA	Arijit Raha
Research / Academia	TRA	Joydeep Phukan
Research / Academia	UPASI	Sanjith R. Nair
Civil Society /Non-Governmental/ Multilateral Organizations	UN Women	Manoj Kumar Das
Ex-officio member	tSTF	Rajesh Bhuyan

Special Invitee	Member organisation	Representative
1	HCL	Santhosh Jayaram
2	WASF	Manisha Majumdar

<i>trustea</i> Sustainable Tea Foundation	
<i>trustea</i>	Anandita Ray Mukherjee
	Dipanjan Sarkar
	Debasish Dutta
	AB Siva Kumar
	Muktajyoti Barua
	Avimanyu Kundu
	Dr. Antara Bera

#### Leave of absence

Constitution	Member organisation	Representative
Small Tea Grower representatives	CISTA	Bijoy Gopal Chakraborty

\* Approval received over mail on the pre-read from Mr. Bijoy Gopal Chakraborty.

## Minutes

#### Agenda item 1:

- **Anti-trust statement:** Jagjeet welcomed the participants and stated the Anti-trust statement.
- **Council membership update:** Mr. Santhosh Jayaram & Ms. Manisha Majumdar from WASF introduces as special invitees.

#### Agenda item 2:

- **Approval of previous minutes:** Feedback on approved minutes of the 8th council meeting.

#### Agenda item 3:

- **Executive Summary:** Rajesh walked the council through the key highlights of the respective functions of *trustea* for the year 2023.

Sl. No.	Action Required	Action By	Timeline
1	Create a working group for carbon footprint credits & emission reduction along with a baseline study	<i>trustea</i>	Q3
2	Preparation of a template for regenerative agriculture implementation through an in-house consultant	<i>trustea</i>	Q3

**Agenda item 4:**

- **Update and approval on Revised Standard:** Anandita shared a detailed update on the proposed changes including non-substantial changes based on the public consultation feedback. Council approved the received trustea standard V3.
- **Transition Plan:** A transition plan for the new code was shared.
- **Public consultation Feedback:** Changes discussed on the non-substantial feedback received from public consultation
- **Change proposed in Audit Protocol:** 3 changes proposed in the audit protocol and waiting for approval through the minute’s circulation.

Sl. No.	Action Required	Action By	Timeline
1	Detailed transition Plan for the new trustea Standard version 3	Anandita	11 Jul 2023
2	Detailed training Plan with the IPs and CBs for the new trustea Standard version 3	Anandita	Q3
3	Developing the new training module for the revised standard	Anandita	30 Jul 2023
4	E-learning update with the new standard	Anandita	Q3
5	Develop GHG Emission Template based on audit data collection	Rajesh	Q3
6	Developing supply chain ESG scorecard	Anandita	31 Jul 2023

**Agenda item 5:**

- **Communications update and seal on pack:** Dipanjan provided an update on the various brand initiatives i.e., newsletter, success stories from the field, animated videos on women’s safety at the workplace, revamped consumer-friendly website, brand-consumer ads & dubbing of ads in regional language

Sl. No.	Action Required	Action By	Timeline
1	Initiate the generic campaign on 3 pillars of trustea – environment, safety & livelihood	Dipanjan	Q3
2	Dubbing of the ads in 7 vernacular languages, including the 3 pillars at the end of the ad	Dipanjan	Q4
3	Webinars on selected topics on Climate Management in tea gardens and Regenerative Agriculture	Dipanjan	Q3 & Q4

**Agenda item 5:**

- **Women’s Safety way forward:** Rajesh provided an update on women’s safety along with an update by Manisha Majumder from WSAF.

Sl. No.	Action Required	Action By	Timeline
1	Involvement of third-party agencies to do a deep dive study regarding nonreporting of harassment issues at the workplace within a timeline	Rajesh	Q3
2	Development of an animated film on women’s safety in the workplace	Rajesh	Q3
3	Timeline for the activity on women’s safety Action plan	Rajesh	20 Jul 2023

**Agenda item 6:**

- **IT Update (New Tool and plans for Revised Code):** Debasish provided an update on the recent IT developments & the tracetea rollout

Sl. No.	Action Required	Action By	Timeline
1	Modification in trustea E-learning for the new code	Debasish	Q3
2	Creating a new score sheet for the new code	Debasish	Q3
3	Update tCMS template based on the new audit checklist	Debasish	Q3

**Note: As per the circulated pre-read number 9, it is proposed that in case any member fails to join the council meeting due to any exigency or similar, the approval of the decisions taken by the council, will be shared electronically with the concerned member for approval and will be mentioned accordingly.**

**Reference Pre-read document number 9 – the council charter snippet, Article 11, clause 7.**

**Date of next Council Meeting:** The next Council Meeting is proposed to be conducted in Dec 2023

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