

## **CDC - 7<sup>th</sup> Jun 2021**

### **Background –**

It has been noticed by Trustea Secretariat that in few cases like traceability, it is very difficult to fetch proper information and record like green leaf collection of individual STG etc to establish traceability due to the incorrect interpretation by the respective members (mainly CBs & IPs and entities), and so the Secretariat has decided to propose certain changes in the code which will make more relevance to the code intent and easy to interpret.

### **1. Proposing addition and to consider mandatory code criteria 2.2 as Zero Tolerance**

#### **Existing Criteria 2.2 –**

Records of volume of verified and non-verified green leaves sold / bought are available and regularly maintained. – MCP

#### **Proposed Criteria with addition –**

**Records of volume of verified and non-verified green leaves sold / bought are available and regularly maintained. (The records has to be maintained for each individual STG) - ZTCP**

### **2. traceability details to be incorporated in clause 2.4 and making Mandatory criteria point –**

#### **Existing Criteria – 2.4**

There shall be one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility.

#### **Proposed Criteria with addition –**

**2.4 – There shall be one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility. The organization shall be responsible for traceability and the manufacturing unit should be able to demonstrate the traceability of the green leaf source for the verified tea packed and sold by the facility through its actual practices and record keeping.**

### **3. Certified trustee officer is mandatory –**

#### **Existing Criteria - 1.6**

The verified facility shall maintain a list of personnel with designated responsibilities to manage different areas of compliance under the code and other applicable laws and regulations. There shall be one coordinator for the entire verification process for the holder of verification certificate who will coordinate with other personnel.

#### **Proposed criteria**

The verified facility shall maintain a list of personnel with designated responsibilities to manage different areas of compliance under the code and other applicable laws and regulations. There shall be one coordinator **with trustee approved code training qualification** for the entire verification process for the holder of verification certificate who will coordinate with other personnel.

#### **Change in audit checklist in sub criteria 1.6.4 –**

Evidence as to trustee approved code training imparted to the designated personnel as to their roles and responsibilities.

### **4. ToR for CDC**

#### **Terms of Reference for Code Development Committee**

The Code Development Committee (CDC) shall meet at least annually. In case physical meeting is not feasible, virtual meetings can also be done. The Terms of Reference for the CDC are as follows –

- Assist in review and development of the trustee code.
- Assist in developing the policies relating to provision of audit and certification activities in line with the trustee code.
- Counteract any tendency on the part of TSTF to allow commercial or other consideration to prevent the consistent objective provision of certification activities
- Advise on matters affecting confidence in certification, including openness and public perception
- Review, at least once a year the continued relevance of the code requirements in line with the technological, legal and other developments within the tea sector.

- Any legal changes is required by the govt. to be implemented immediately, tS will notify the CDC member for approval via email, and proceed with the changes. It can be ratified in the next council meeting. Any such change will not be defined as code revision and hence this process will be followed.

## **5. Holistic Approach to the code –**

The code requirement will be mentioned as generic compliance requirement. Reference to specific legislation to be added as an annexure to the each code chapter as a part of the code. Whenever the law is changed this will enable us to make changes to the legal reference to the specific clause without making changes to the code requirement.

### **Standard Setting and Revision Procedure -**

In order to keep the trustea code abreast with the current practices & requirements, it is imperative to review the code for its ongoing relevance, adequacy & continued suitability. The CDC plays a very important role in periodically reviewing & advising on the technical & regulatory aspects of the code keeping in line the current business environment, changes to regulatory framework as well as upholds the intent of the code which is sustainability & livelihood of the persons associated with the tea sector. In line with the same, we are in the process of reviewing the code to determine the need for any revisions and also to broaden the code. Some of the facts which has necessitated the need for review and revision of the code are as enlisted below -

- The last code review was done in 2013. Since then, over the last 7 years after launching no major revision has been done in a structured manner, though certain minor updates had been carried out.
- Number of global standards in the social & sustainability field have been introduced or upgraded, including the regulatory framework. The code needs to be aligned with these global standards and views/opinions of the subject matter experts in this regards is required to add further credibility to the code and further strengthen its acceptability.
- Trustea Secretariat is in the process of acquiring approval for ISEAL membership. As one of the requirements of ISEAL protocols and to enable the trustea code to be perceived at par with other global sustainability standards, it is imperative to review the code and make necessary changes/enhancements to the same.
- Currently the trustea code is focused more in the context of the Indian tea industry. The code needs to be adapted to make it internationally acceptable. The requirements, as laid down within the code, need to follow a more holistic approach & should be generic enough to be applicable across various countries and not remain limited to any specific geography.

In this context the following points to be included in the setting & revision of the trustee standard –

❖ **Decision to develop or revise the standard –**

- a. Accumulated comments submitted by any interested party on the current version of the standard
- b. New scientific developments
- c. Change in legislation
- d. Change in trustee strategic planning
- e. Any other significant change in the tea production and supply chain
- f. Lack of relevance of the trustee Standard

❖ **Process to develop or revise the standard –**

- a. ToR of the process (Term of Reference)
- b. Stakeholder inputs/ feedback from subject matter expert
- c. Drafting Standards
- d. Discussion and approval by CDC of the draft standard
- e. Stakeholder consultation
- f. Public Consultation
- g. Decision Making
- h. Approval of the Standard by the council

❖ **Publication and Implementation of trustee Standards –**

- a. Publication and Record Keeping
- b. Implementation
- c. Making non-substantive changes
- d. Changes post publication
- e. Urgent substantive changes
- f. Legally binding substantive changes
- g. Complaints mechanism



# CDC Recommendation & Update

Council Meeting Jun 2021

## Background

It has been noticed by Trustea Secretariat that in few cases like traceability, it is very difficult to fetch proper information and record like green leaf collection of individual STG etc to establish traceability due to the incorrect interpretation by the respective members (mainly CBs & IPs and entities), and so the Secretariat has decided to propose certain changes in the code which will make more relevance to the code intent and easy to interpret.

## Approval to addition in code criteria 2.2

- **Existing Criteria 2.2 –**

Records of volume of verified and non-verified green leaves sold / bought are available and regularly maintained. – Mandatory criteria point

- **Recommended Criteria –**

**Records of volume of verified and non-verified green leaves sold / bought are available and regularly maintained. (The daily records has to be maintained for each individual STG in case of both fully verified or partially verified bought leaf factory)**

## Approval to incorporate traceability in clause 2.4 and include under Mandatory criteria point

- **Existing Criteria 2.4 –**

There shall be one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility – Other criteria point

- **Recommended Criteria –**

There shall be one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility. **The organization shall be responsible for traceability and the manufacturing unit should be able to demonstrate the traceability of the green leaf source for the verified tea manufactured by the facility through its actual practices and record keeping – Mandatory criteria point**



## Approval for making Certified trustea officer as mandatory Criteria

- **Existing Criteria 1.6 –**

The verified facility shall maintain a list of personnel with designated responsibilities to manage different areas of compliance under the code and other applicable laws and regulations. There shall be one coordinator for the entire verification process for the holder of verification certificate who will coordinate with other personnel.

- **Recommended Criteria –**

The verified facility shall maintain a list of personnel with designated responsibilities to manage different areas of compliance under the code and other applicable laws and regulations. There shall be one coordinator **with trustea approved code training qualification** for the entire verification process for the holder of verification certificate who will coordinate with other personnel

- **Change in audit checklist in sub criteria 1.6.4 –**

Evidence as to trustea approved code training imparted to the designated personnel as to their roles and responsibilities.

## Update on CDC

### **Terms of Reference for Code Development Committee**

The Code Development Committee (CDC) shall meet at least annually. In case physical meeting is not feasible, virtual meetings can also be done. The Terms of Reference for the CDC are as follows –

- Assist in review and development of the trustea code.
- Assist in developing the policies relating to provision of audit and certification activities in line with the trustea code.
- Counteract any tendency on the part of TSTF to allow commercial or other consideration to prevent the consistent objective provision of certification activities
- Advise on matters affecting confidence in certification, including openness and public perception
- Review, at least once a year the continued relevance of the code requirements in line with the technological, legal and other developments within the tea sector.
- Any legal changes is required by the govt. to be implemented immediately, tS will notify the CDC member for approval via email, and proceed with the changes. It can be ratified in the next council meeting. Any such change will not be defined as code revision and hence this process will be followed.

# The Background of the code revision process



Some of the facts which has necessitated the need for review and revision of the code are as enlisted below -

- The last code revision was done in 2014 and it went through a complete process after the pilots on 2013 and early 2014 with a consultation with stakeholders where the draft code was published in trustea website for public comment and took almost 9 months to formalize the same and the new code was launched from 1<sup>st</sup> Jan 2015 . Since then, over the last 6 years after launching no major revision has been done in a structured manner, though certain minor updates had been carried out.
- Number of global standards in the social & sustainability field have been introduced or upgraded, including the regulatory framework. The code needs to be aligned with these global standards and views/opinions of the subject matter experts in this regards is required to add further credibility to the code and further strengthen its acceptability.
- Trustea Secretariat is in the process of acquiring approval for ISEAL membership. As one of the requirements of ISEAL protocols and to enable the trustea code to be perceived at par with other global sustainability standards, it is imperative to review the code and make necessary changes/enhancements to the same.
- Currently the trustea code is focused more in the context of the Indian tea industry. The code should be generic so it can be implemented across geography. The requirements, as laid down within the code, need to follow a more holistic approach & should be generic enough to be applicable across various countries and not remain limited to any specific geography.

**In this context the following points to be included in the setting & revision of the trustea standard –**

**Develop or Revise the standard –**

- Accumulated comments submitted by any interested party on the current version of the standard
- New scientific developments
- Change in legislation
- Change in trustea strategic planning
- Any other significant change in the tea production and supply chain
- Lack of relevance of the trustea Standard

## Process to Develop or Revise the standard – Expected timeline Jun 2022

ToR of the process (Term of Reference)	Jul 2021
Stakeholder inputs/ feedback from subject matter expert	Sep 2021
Drafting Standards	Apr 2022
Discussion and approval by CDC of the draft standard	Ongoing
Stakeholder consultation	May 2022
Approval of the draft by the council	Jun 2022
Public Consultation	Jul 2022
Decision Making	Aug 2022
Final approval of the Standard by the council	Sep 2022

## Process of Publication and Implementation of trustea Standards

- Publication and Record Keeping
- Implementation
- Making non-substantive changes
- Changes post publication
- Urgent substantive changes
- Legally binding substantive changes
- Complaints mechanism

*Thank You*



# ***trustea* Sustainable Tea Foundation**

## **5<sup>th</sup> Council Meeting- 30<sup>th</sup> June, 2021**

### **Agenda and Minutes**

<b>Agenda</b>
<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Anti-trust statement</li> <li>• Council membership update</li> <li>• Directorship of Foundation</li> <li>• Approval of previous minutes</li> </ul>
<b>Program Updates:</b> <ul style="list-style-type: none"> <li>• <b>4th Council meeting action points</b></li> <li>• <b>Annual Operating Plan 2021 status</b> <ul style="list-style-type: none"> <li>- Verification update</li> <li>- trustea Foundation cash flow</li> <li>- Assurance system</li> <li>- CDC recommendation approval</li> <li>- IT/ Traceability update</li> <li>- Communication update</li> </ul> </li> </ul>
<b>West Bengal BLF wages</b>
<b>Seal on pack - finalisation of timeline</b>
<ul style="list-style-type: none"> <li>• <b>Volume outlook for 2021 &amp; plans</b></li> <li>• <b>Risk factors and mitigation plan</b> <ul style="list-style-type: none"> <li>- COVID situation</li> </ul> </li> </ul>
<b>Audit committee</b>
<b>Any Other Business (AOB)</b>
<b>Closing remarks</b>

**Chaired by:** Pramit Chanda – IDH – Council Chairman

**Attendees:**

<b>Member organisation</b>	<b>Representative</b>
ITA	Arijit Raha
AABLTMA	Gautam Beria
HUL	Ashish Gupta
	Daleram Gulia
TCPL	Puneet Das
	Anurag Priyadarshi
GTPP	Rahul Devi
	Abhishek Kapoor
	Ketan Shah
CISTA	Bijoy Gopal Chakraborty



ETP	Vikram Singh Chauhan
TRA	Joydeep Phukan
<i>Ex-officio</i> member	Rajesh Bhuyan
trustea	Anandita Ray Mukherjee
	Anika Kumari
	Benedict Gomes
	Debasish Dutta

#### Leave of absence

Member organisation	Representative
UPASI	Prashant Bhansali
UN Women	Anju Pandey

### Draft Minutes

#### Agenda item 1:

- **Anti-trust statement:** Pramit welcomed the participants and stated the Anti-trust statement.
- **Council membership update:** An update on council membership was provided. Role of the statutory board was also explained briefly.
- **Directorship of Foundation:** Pramit updated the council that he would be stepping down as a statutory director of the trustea foundation and requested council members to volunteer for filling this position.

Sl. No.	Action Required	Action By
1	trustea to reach out to the council members/ stakeholders for their interest in being Director of trustea council in place of Pramit, as per chartered governance management (up to 2 people can hold the council Director position).  Alternatively, the council may consider the option of external (independent) director on the trustea foundation statutory board.	trustea

- **Approval of previous minutes:** Minutes of the 4th council meeting was approved by the council.

#### Agenda Item 2: Programme Updates:

- **4th Council meeting action points:** Rajesh walked the council through the pending action item of the last council meeting.
  - **Annual Operating Plan 2021 status:**
    - **Verification update & trustea Foundation cash flow:** Rajesh shared the verification statistics (including region-wise volume break up) as on 31<sup>st</sup> May'21.
- Suggestions:**
- Bijoy opined that enrolment %age of BLFs in West Bengal is quite low as compared to other regions in India. More BLFs should be brought under trustea certification. He suggested that once the

situation normalizes, trustea should organize a physical meeting (across the table discussion) with BLFs and tea estates' owners towards enhancing the enrolment in West Bengal.

- Bijoy further opined that the Govt. may announce the revised wage structure for the BLFs of West Bengal, once the situation normalizes. Bijoy will be updating trustea regarding this.
- Vikram suggested that trustea Foundation's cash flow should reflect all the income/ grant and the expenses for the financial year.
- **System Assurance Audit (SAA) update:** Anandita provided an update on SAA the current year i.e., 2021, and the plan for the remaining period of the year.

- **Code Development Committee (CDC) recommendation:** Anandita walked the council through the terms of reference for CDC. She further sought approval for certain additions to the existing code criteria of trustea.

Approval was given for the following:

- ✓ Approval to addition in code criteria 2.2
- ✓ Approval to incorporate traceability in clause 2.4 and to include under mandatory criteria point
- ✓ Approval to make certified trustea officer as one of the mandatory criteria
- ✓ Change in audit checklist in sub-criteria 1.6.4
- **IT/ Traceability update:** Debasish provided an update on the IT initiatives i.e., tractea, STG Animated Learning Series, trustea Code Management System (trustea CMS) and Data Governance Policy towards the ISEAL requirement.
- Suggestions:**  
Daleram suggested that trustea should explore developing animated video on the topic 'Food safety' towards better understanding of the significance of manufacturing 'foreign matter free' tea.

Sl. No.	Action Required	Action By
1	trustea to make an estimate of the budget for additional modules as suggested.	trustea

- **Communication update:** Anika provided an update on the awareness and communication activities that were undertaken towards creating the awareness on trustea program. She walked the council through the campaigns that were executed over the various online and offline channels.

### Agenda Item 3: West Bengal BLF wages

Rajesh spoke about the challenges with respect to the BLF wages in West Bengal.

### Agenda Item 4: Seal on pack - finalization of timelines

Anika mentioned that the progress of 'Go-to-market plan' linked to 'seal on pack' has been in line with the planned timelines. trustea will be able to commence the communication activities (linked to seal on pack) in sync with the launch of seal on pack by the packers. The call needs to be taken by the packers on when to activate the plan.

Daleram highlighted that HUL conducted internal discussions on launching the seal on pack. The relevant documents have been shared with the Category and Brand teams.

Sl. No.	Action Required	Action By
1	HUL will get back on this by mid-July	HUL
2	Puneet and Anurag suggested that TCPL would discuss internally and get back to trustea	TCPL
3	trustea to share with the packers, the list of the key national events/ tea related events that could be the launch date for 'seal on pack' (so that trustea and its partners could prepare accordingly).	trustea

#### **Agenda Item 5: Volume outlook for 2021 & plans; Risk factors and mitigation plan - COVID situation**

- Rajesh presented the Volume forecast for 2021 along with the key issues, risks and the plans to mitigate the shortfall of the volume. The negative impact of about 40% due to the COVID situation and other factors, on the volume in H1 and the actions to reduce the impact was discussed. It was pointed out that the COVID situation in tea growing areas in Assam continued to be a point of concern.
- Maximising the activities in the likely window after the second wave impact reduces, was discussed.

#### **Suggestions:**

Pramit suggested to utilise the window (with respect to conducting field visit etc.) as and when the health safety situation permits.

Joydeep mentioned that TRA could help in inducting additional people towards bringing in extra volume.

#### **Agenda Item 6: Audit committee:**

Rajesh thanked Vikram for agreeing to lead the setting up of audit and finance committee (sub- committee of trustea council). It was mentioned to have a follow-up call with Vikram on the terms of reference for the audit committee.

Pramit requested the council members to volunteer for the audit and finance committee, so that there is sufficient quorum on the committee.

Sl. No.	Action Required	Action By
1	While Rahul was proposed from GTTP, he mentioned he would get back on this subsequent to internal discussion.	Rahul
2	Daleram added that someone from HUL would like to join the committee and it would be confirmed subsequent to their internal discussion.	Daleram
3	To draft the terms of reference for the audit committee and circulate it to council for sign-off.	Vikram/ trustea

**Agenda Item 7: Any Other Business (AOB):**

Daleram mentioned that HUL has been approached by Rainforest Alliance (RA) for partnering with trustea in some capacity. Responding of this, Rajesh mentioned that there is already proposal for a STG related initiative of the Small Tea Growers' Sustainability Platform (STGSP) and this will give an opportunity for trustea Foundation and RA to work together.

**Next Meeting Date:** The next Council Meeting is proposed to be conducted during December 2021.



**Trustea code revision kick-off**  
**Approach in a nutshell**  
**CDC meeting 04-10-2021**

# Outline of the approach



- Create a sharper focus on key deliverables and less text intensive
- Address emerging challenges in sustainability and trustea long term strategic goals
- Ease of compliance- look at converting into a smart graphics and flash card based format.
- Bring in top Management role and accountability to ensure ongoing compliance.
- Make the requirements generic and have country specific legal requirements as annexures which can be easily revised based on changing requirements, without carrying out a code revision.
- Clear collation of the requirements into the three buckets of environment, safety and livelihoods.
- Explore self assessment review of standard basic documentation to free up assessment resources to carry out a meaningful review of fundamental compliances of the three key pillars of trustea.
- Compliance to the three ISEAL codes
  - ❑ ISEAL Standard-Setting Code of Good Practice Version 6.0
  - ❑ ISEAL Assurance Code of Good Practice Version 2.0
  - ❑ ISEAL Impacts Code of Good Practice Version 2.0

# Complexities with the existing Code

Issues addressed	Proposed Mitigation Plan
Repetition of code requirements related to policies, records are found	Rewrite the requirements to put together under one criteria wherever applicable
Repetition of the requirements in chapters like Fertilizer & Chemicals (Chapter 5 & 6) related to buffer zone, trainings, applicability, records of purchase etc	Club the chapters to reduce the requirements under one chapter/ keeping both the chapters but rewriting the criteria to reduce the repetition
Similar kind of requirements found in different chapters like water testing, legal requirements etc	To remove reiteration from different chapters and keeping under one relevant clause, mainly in chapter 1
Clauses with homogeneous meaning increases the audit time mainly in chapter 9, wage related criteria	Rephrase the statements to save audit time
Environment related requirements are some places not applicable or feasible to follow or maintain specially for Bought Leaf segment	Reframe the clause to create more focus on climate resilience
More to country specific and not generic	To make it more generic in nature and country specific laws can be presented as annexures.
The overall code is very much requirement specific and in many places it gives an impression of checklist based approach rather than set of structured requirements to be implemented.	The code would be reviewed and restructured on similar lines using the framework current applicable Management System standards. The checklist can still be continued as a recommended audit guideline for entities, CBs & IPs.

# As a process for revising the standards trustea shall



Focus on –

- Each chapter which could be explicitly linked to a desired outcome in the Theory of Change.
- A significant strengthening of climate change considerations – not just climate resilience, but minimising emissions.
- Women safety
- Deforestation - how to strengthen the compliance framework
- Enforcing legally approved chemicals for tea



# Trustea Theory of Change

Enhancing the availability of Tea for the consumers produced in an environmentally sustainable and socially responsible supply chain that fosters economic viability

## IMPACT

### Sector/ Landscape Governance

A robust, credible and self-financing verification scheme for the Indian domestic tea market driven by a combination of market demand and ownership of the tea industry stakeholder who continue to own, manage and review the code.

### Business Practices

Buyers are able to source and producers are striving for continuous improvement in addition to assurance of the sustainability practices for their product line.

### Field Level

Improved small holder livelihood through gains in profitability, productivity and access to services. Improved worker welfare particularly in relation to wages, occupational health and safety.

**Assumptions**  
Significant assumptions are associated with highlighted links.

A full list appears in the MEL Plan.

## OUTCOMES

Indirect effects via the industry/ tea supply chain

### Environment

- Climate resilient
- Good Natural Capital Management
- Circular economy in the tea Industry

### Society

- Entities become socially responsible
- Entities focus on safe working environment
- Empowered women & youth

### Economy

- Resilient, economically viable working environment
- Living wage & living income
- Availability of more safe sustainably produced tea

Benefits to the consumer/ buyers – risk management, reliability of supply, marketing, etc.

Responsible producers able to gain brand recognition & maintain long-term market access

Supporting other routes to economic viability

## OUTPUT

Other producers adopt improved practices through learning, replication, and supportive policies

Certified producers and supply chain able to demonstrate supply of responsibly produced tea

## Enabling Environment

### Operational assumptions:

good human resources & management good financial management good governance, and funding

### Strategic assumptions:

contribution to living incomes from other sources empowerment of women

## ACTIVITY

Relevant and credible trustea Code

Credible assurance system

Accessibility and understanding of trustea Code

Code revision

Monitoring, Evaluation and Learning

Revision of assurance processes

Implementation Partnerships

Training, support and advice

Stakeholder engagement

Research & development

Supportive govt. policies

Supportive purchasing policies

Awareness in government

Advocacy and partnership building with consumers, retailers, NGOs

Advocacy with government/ regulatory body

Advocacy and partnership building with Industry

# Proposed approach for the Revised Code



<b>Approach 1 –</b>	Topic wise revision of Existing Code chapters	All 11 chapters with new or revised code representation. Only the requirements will be updated / modified, but no change in structure of the code document presentation	External reference– Fairtrade Bonsucro URSP RA
<b>Approach 2 –</b>	Bucket approach with the three pillars of trustea and TOC	<p>Rewrite the code giving proper basket wise division encompassing the main Three pillars of trustea Code with Environment, safety and livelihood. The text would be framed on similar lines as a management system approach and not exactly a checklist-based feel.</p> <ul style="list-style-type: none"> <li>• Management System &amp; Traceability</li> <li>• Climate Action/ Regain</li> <li>• Social wellbeing and Living Income</li> <li>• Food Safety, deforestation and environment</li> </ul>	External reference– Fairtrade Bonsucro URSP RA

# Key steps of Process of revision



- Updated list of sectors that have an interest in the standard and key stakeholder groups within those sectors, based on the standard's scope and its social, environmental and economic outcomes.
- Make publicly available a summary of the process that shall include steps in the standard-amendment process, including timelines and clearly identified opportunities for contributing; and decision-making procedures, including how decisions are made and who makes them. This will be generally done by the CDC.



**Suggestions**



# Trustea Code Revision

CDC Meeting Minutes Oct 2021

# Members



Mr. Ketan Shah - Gujarat Tea Processors and Packers Limited (Tea Buyers )

Mr. Daleram Gulia - Hindustan Unilever Limited (Tea Buyers )

Mr. Anurag Priyadarshi - Tata Consumer Products Limited (Tea Buyers )

Mr. Joydeep Phukan - Tea Research Association (Research Institute)

Ms. Minakshi Sharma - Action for Food Production (Implementation Partner )

Ms. Lucy Frazer – Better Cotton Initiative (Other sustainability organizations which are relevant to the program)

Mr. Arijir Raha & Mr. Sandip Ghosh - Indian Tea Association (Producing Organization)

Mr. Mathew Sebastian – Indocert (Certification Body)

Mr. Rajesh Bhuyan (trustea Secretariat)

Ms. Anandita Ray Mukherjee (trustea Secretariat)

## Comments from Other sustainability organizations which are relevant to the program



- Timeline set and identify the right persons for the sub groups
- Year wise continual improvement part to be re considered
- Focus on Child labor and adolescent worker – livelihood improvement
- Buying more tea from the higher rated organization as a part of incentive plan
- Hourly rate and piece rate concept to be cleared
- Introducing continuous improvement plan as a part of the code (Ref: BCI & Fair Trade) – areas to be identified for improvement like ecosystem (location wise) – may be through a generic clause in the code but specific on how it is to be implemented and going beyond just to be compliant

# Comments from Tea Buyers



- Prevention and the response mechanism – Women safety
- Living income and living wage
- Regenerative Agriculture
- Taking USAC as one of the references
- Revising the timeline for code revision – more time & focus on stakeholder & public consultation rather than drafting the code
- Intent of the stakeholder should be clearer rather than just ticking in the box system
- Recognition of the people who are into responsible business practice with some star category
- Incorporate a separate chapter on Climate Change Management



# Comments from Producing Organization



- Specify Women safety at work place – from the time they are coming to work and going back
- More focus on Intent and intension of the producer
- Focusing on wage related matter on local wage related agreements on incentive/dis-incentive and productivity
- Focus on Children welfare mechanism and Responsible business practice
- Recognition of the people who are into responsible business practice with some star category
- Focus on the micro management of the climate and protecting the same by focusing on afforestation, building water bodies and similar

## Comments from the Certification body, Implementing partners, and Research Institute



- Focus on food-safety related matters to restrict foreign particle contamination
- Provision of providing some amount as a premium to those who are verified by trustea as a motivational factor for the producers

# Comments from trustea



- Formulate a subcommittee for wage discussion
- Identifying the major topics and circulating amongst the members for inputs including the subject matter experts on technical matters like climate change or on a topic with a major change in the system
- Recognition of the people who are into responsible business practice with some star category
- Going beyond certification by making new initiatives and efforts and moving out from the past practice towards new future – how to include those initiatives in the code with its credit and value and quantify the impact through MEL. Need to make a structural mechanism in MEL and in the Code beyond the basic work or plan to create an inspiration for others to move towards the same (5-10 years impact)
- Affirmative good acts built into the system as a part of the code and MEL
- Gradation or star performer concept inclusion in MEL



# Trustea Sustainable Tea Foundation

## 6<sup>th</sup> Council Meeting- 07<sup>th</sup> December, 2021

### Agenda and Minutes

Agenda
<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Anti-trust statement</li> <li>• Council membership update</li> <li>• Directorship of Foundation</li> <li>• Approval of previous minutes</li> </ul>
<b>Program Updates:</b> <ul style="list-style-type: none"> <li>- Executive summary</li> <li>- Verification and Implementation Update</li> <li>- Assurance system</li> <li>- IT update</li> <li>- Communication update</li> </ul>
<b>Seal on pack</b>
<b>AOP 2022 and financial update</b>
<b>Audit committee</b>
<b>Any Other Business (AOB)</b>
<b>Closing remarks</b>

**Chaired by:** Pramit Chanda – IDH – Council Chairman

**Attendees:**

Member organisation	Representative
ITA	Arijit Raha
HUL	Daleram Gulia
TCPL	Puneet Das
	Anurag Priyadarshi
GTPP	Abhishek Kapoor
	Ketan Shah
CISTA	Bijoy Gopal Chakraborty
TRA	Joydeep Phukan
<i>Ex-officio member</i>	Rajesh Bhuyan
<i>trustea</i>	Anandita Ray Mukherjee
	Anika Kumari
	Debasish Dutta
	Siva Kumar
	Suman Sharma Jain

## Leave of absence

Member organisation	Representative
AABLTMA	Gautam Beria
HUL	Ashish Gupta
UPASI	Prashant Bhansali
UN Women	Anju Pandey

## Draft Minutes

### Agenda item 1:

- **Anti-trust statement:** Pramit welcomed the participants and stated the Anti-trust statement.
- **Council membership update:** An update on council membership was provided. Mr. Abhishek Kapoor from GTPP replaced Mr. Rahul Devi, GTPP as the member of audit and finance committee.
- **Directorship of Foundation:** Pramit updated the council that he would be stepping down as a statutory director of the Trustea foundation. He updated the council that Mr. Santhosh Jayaram, Senior Advisor, HCL (Ex-Senior Partner, KPMG) has been identified as the new Director (in place of Mr. Pramit Chanda).

Sl. No.	Action Required	Action By
1	Mr. Santhosh Jayaram's biography to be circulated to the council	<i>trustea</i>

- **Approval of previous minutes:** Minutes of the 5th council meeting was approved by the council.

### Agenda Item 2: Programme Updates:

- **Executive Summary 2021:** Rajesh walked the council through the key highlights of *trustea* for 2021. He also shared the challenges that *trustea* is likely to face in the year 2022 with respect to 'conversion of non-moving entities' and 'tractea roll-out in BLF units', and the support required from the commercial partners.

Sl. No.	Action Required	Action By
1	<i>trustea</i> to organise a separate session with CPs to discuss about non-moving entities wherein <i>trustea</i> to present the details of the non-moving entities, and decide the way forward along with CPs	<i>trustea</i>

- **2021 Annual Operating Plan (AOP) status update:** Rajesh provided an update on the status of AOP 2021.
- **Verification and Implementation update:** Suman shared the verification statistics (including region-wise volume break up) and Implementation update as on 16<sup>th</sup> Nov'21. Plan for 2022 was also shared with the council members.

#### **Suggestions:**

- Arijit opined that *trustea* should propagate its on-ground work towards improving its perception (n quality of tea production).

Sl. No.	Action Required	Action By
1	<i>trustea</i> to plan a meeting with council members for discussing the issue of non-compliant tea, and develop a plan to disseminate the on-ground work.	<i>trustea</i>

- **System Assurance Audit (SAA) update:** Anandita provided an update on SAA for the current year i.e., 2021.
- **Code revision update:** Anandita walked the council through the process to develop/ revise the standard, along with the tentative timelines. She further sought approval for introducing 'tier level certification'.

**Suggestions:**

- Arijit suggested that *trustea* should explain in detail, the additional benefits for 'A+ category'. From producer side, Arijit to conduct discussions and to convey to the committee/ council.
- Daleram opined that *trustea* should conduct a pilot on 'how *trustea* can help STGs to improve quality of the green leaf they supply', besides the other projects planned by *trustea*.
- Pramit suggested *trustea* to look at international expectations/ standards with respect to data security.
- **IT/ Traceability update:** Debasish provided an update on the IT initiatives i.e., tractea, traceability, STG Animated Learning Series, *trustea* Code Management System (*trustea* CMS) and Data Governance Policy.
- **Communication update:** Anika provided an update on the awareness and communication activities that were undertaken towards creating awareness on *trustea* program during the year 2021. She also walked the council through the planned timelines for commencing the communication activities (linked to seal on pack) that would be in sync with the launch of seal on tea retail packets, by the packers.

**Suggestions:**

- Ananth opined that Radio/ FM Channels should be considered as one of the platforms for implementing the communication activities.
- Paras and Yogesh suggested that communication activities should be multi-lingual.

**Agenda Item 3: Seal on Pack:**

Anika walked the council through the specifications agreed on, with respect to *trustea's* seal on retail packet.

**Agenda Item 4: Annual Operation Plan (AOP) 2022 and financial update:**

Rajesh presented the draft AOP 2022 and updated the council on *trustea's* financials. Further, Rajesh presented the proposed budget for 2022.

**Suggestions:**

- Daleram suggested that *trustea* should explore replacing paper trail traceability with the digital tracetea for additional entities, with support from Bijoy Gopal and Gautam Beria.

Sl. No.	Action Required	Action By
1	<i>trustea</i> to share the finalized financials with the council	<i>trustea</i>

#### **Agenda Item 5: Audit committee:**

Pramit and Rajesh welcomed Mr. Abhishek Kapoor of GTPP for helping the 'Audit and Finance Committee' (a sub-committee of *trustea* council). Further, Abhishek requested for nominations from HUL and TCPL for the Committee, in order to have sufficient quorum.

**Next Meeting Date:** The next Council Meeting is proposed to be conducted in June 2022.



Code Revision  
Committee meeting  
Apr 2022



# Code revision timeline status



Activity	Plan	Actual
Code change Kick of	Oct 2021	Oct 2021
Stakeholder inputs/ feedback from subject matter expert	Oct 2021	Oct 2021
Draft code design and format by working group	Nov 2021	Nov 2021
Draft code design and format – to council for approval	Dec 2021	Dec 2021
Drafting Environment segment	Feb 2022	Mar 2022
CDC on the draft changes on environment	Feb 2022	Apr 2022
Drafting Safety segment	Apr 2022	
CDC on the draft changes on Safety	Apr 2022	
Drafting livelihood segment	Jun 2022	
CDC on the draft changes on Safety	Jun 2022	
Approval of the draft standard with final suggested changes by the council	Jul 2022	
Open for Stakeholder & Public Consultation – through website release/ events for 60 days	Aug 2022	
CDC on additional input received through public consultation if any	Oct 2022	
Decision Making and Final approval of the Standard by the council	Oct 2022	
Release Revised trustea Standard	Nov 2022	
Code compliance audit by ISEAL	Dec 2022	

# Outline of the approach



- Create a code focusing on key deliverables and less text intensive
- Address emerging challenges in sustainability and trustea long term strategic goals
- Ease of compliance- look at converting into a smart graphics and flash card based format.
- Bring in top Management role and accountability to ensure ongoing compliance.
- Make the requirements generic and have country specific legal requirements as annexures which can be easily revised based on changing requirements, without carrying out a code revision.
- Clear collation of the requirements into the three buckets of environment, safety and livelihoods.
- Explore self assessment review of standard basic documentation to free up assessment resources to carry out a meaningful review of fundamental compliances of the three key pillars of trustea.
- Compliance to the three ISEAL codes
  - ❑ ISEAL Standard-Setting Code of Good Practice Version 6.0
  - ❑ ISEAL Assurance Code of Good Practice Version 2.0
  - ❑ ISEAL Impacts Code of Good Practice Version 2.0

## Draft Code Design and Format



The Code will follow the basket wise division encompassing the main Three pillars of trustea Code with Environment, safety and livelihood. The text would be framed on similar lines as a management system approach focusing on –

- General – Management System & Traceability
- Bucket 1 – Enhancement of biodiversity
- Bucket 2 – Social wellbeing
- Bucket 3 – Food & workplace safety

**As a part of continual improvement – Pilot run for optional projects at large focusing on –**

- Climate impact and mitigation
- Women empowerment
- Afforestation and other positive action on biodiversity enhancement
- Regenerative agriculture
- Diversification of income for STGs

# Optional projects for Good Sustainable Practices



## **As a part of continual improvement –**

### **Projects under Soil & Bio-diversity -**

- Climate resilience and mitigation
- Regenerative agriculture
- Afforestation (excluding shade trees and without adverse impact on the natural ecosystem) and other positive action on biodiversity enhancement
- Documented and verified achievement of the goals for IPM towards the reduction of the agrochemical usage

### **Projects under Waste Management -**

- re-use and recycle of waste including waste water
- rain water harvesting
- Diversification of income for STGs
- Recycling of waste for commercialization
- Vermicomposting of bio degradable waste

### **Projects under Energy Management –**

- Renewable energy generation and usage
- Facility wide energy audit by external expert and implementation of action plans derived from the audit outcome
- Project on reduction of carbon emission or carbon offsetting
- Certification to ISO standard ISO 50001 on Energy Management System(EnMS)



## Introducing Tier Level Certification

Considering the Code Committee discussion, trustea is proposing Tier Level Certification concept to motivate the entire supply chain by recognizing those entities who follow sustainability beyond certification. To shape the concept trustea wants to introduce Gradation system in certification. The following table can be a sample for further steps which can be discussed at length –

Basic Certification	'A' Category based on Good Practices	'A +' Category based on Best Practices
Adhering all necessary trustea code requirements as minimum	Along with the code requirement compliance, the entity is also engaged in some additional good sustainability practices and show continuous improvement in the segments like afforestation, women empowerment, child education etc	Along with the code requirement compliance, the entity is also engaged in some additional good sustainability practices like afforestation, women empowerment, child education etc and able to show a remarkable impact in the sustainability field which can set as an example to the rest of the Industry
Eligible for sustainable tea sourcing by the buyers	Eligible to be considered more sourcing than the regular practice	Eligible for remarkable sourcing along with additional benefits (to be discussed and specified within the commercial partners)

In addition to the above, individual STGs/FPOs/SHGs/Co-Ops can be categorized as Star Category based on actions going beyond basic certification



# Code Revision

## Part 1 - Environment

## Highlights of the approach to Proposed Key Changes in the code for Environment Section



- Introduction of new section on energy management- this was not a requirement earlier
- Repetitions and clauses wrongly placed have been reorganized
- A number of projects identified for and listed to create a strong sustainability environment in the verified units and also encourage them to implement them for obtaining a higher category of certification
- The buyers have to find ways to take cognizance of the efforts on going beyond minimum criteria and how the entities can find value in going beyond basic certification
- Based on the acceptance and adoption and long term impact analysis, some of the optional projects may be considered for shifting to “required” category from “optional” category in the next review of the code.

## Proposed Key Changes in the code for Environment



Previous Chapters	Proposed Chapters on Environment bucket
Chapter 3 – Soil conservation and management	Chapter 1 – Soil
Chapter 4 – Water management	Chapter 2 – Water
Chapter 5 – Fertilizers	Chapter 3 – Fertilizers
Chapter 6 - Plant Protection Formulations (PPF)	Chapter 4 – Plant Protection Formulations (PPF)
Chapter 10 - Biodiversity and environmental management	Chapter 5 – Biodiversity
Chapter 11 - Waste and pollution management	Chapter 6 – Waste Management
	Chapter 7 – Energy Management



## Proposed Key Changes - Soil



### Soil (old Criteria)

3.1 Soil management, soil conservation and soil fertility practices are applied as recommended for the specific region by the Tea Board of India and its affiliated or approved research institutions. There should be visual and / or documented evidence of observing the recommendations of the Tea Board or approved research institutions.

3.2 The identification process of new tea production areas is based on climatic, soil and topographic conditions as per the recommendation of a government approved technical institution.

3.3 The producer uses techniques to prevent soil erosion such as using recommended shade trees in the case of new plantings / re-plantings or planting vetiver grass or similar processes around the erosion prone areas. River banks and irrigation ditches should also have a vegetative cover to prevent soil run-off.

3.4 Existing natural and native vegetation in and around the tea garden should be left unmanaged, except for the removal of exotic and invasive species. In the long term, this native vegetation will help to recover the natural fertility of the soil, prevent soil erosion and provide habitat for species that can interrupt pest life cycles.

### Soil (Proposed Criteria)

1. Sustainable soil management, soil conservation and soil fertility practices are applied. Testing of soil by competent agency and fertilization practice must be in line with the test results as recommended for the specific region by the competent authority and its affiliated or approved research institutions.

2. The identification process of new tea production areas is based on documented and technical review of climatic, soil and topographic conditions subject to approval of the concerned authority and in line with the clause number 10.2 deforestation.

3. The producer uses techniques to prevent soil erosion and run off around the erosion prone areas including river banks and irrigation ditches

4. If the entities/ small tea growers undertake verified optional sustainability projects as below will be considered obtaining the requirements of advance and star category of certification.

➤ Climate resilience and mitigation

➤ Regenerative agriculture

## Proposed Key Changes - Water



Water (old Criteria)	Water (Proposed Criteria)
4.1 The verified facility shall comply with the national and local legal obligations with respect to withdrawing water from the natural sources and have necessary permits available for verification	1. The verified facility shall comply with the national and local legal obligations with respect to withdrawing water from the natural sources and have necessary permits available for verification.
4.2 The verified facility shall demonstrate that the most efficient irrigation water delivery system is used in order to minimize wastage.	2. The verified facility shall demonstrate that the most efficient irrigation water delivery system is used in order to minimize wastage.
<del>4.3 The State Pollution Control Board's recommendations shall be adopted for discharge of any waste water from the tea factory and tea gardens. Waste water test report from any PCB accredited / NABL accredited lab to be used for verification of compliance to the specific parameters mentioned as requirements in the consent.</del>	3. The entity shall track and measure the water usage in the various operational and residential areas. Plan and results on optimization of water usage shall to be documented. – New Addition
<del>4.4 Human sewage contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.</del>	4. In case of underground water is in use as a water resource the entity shall track the water level of the source before and after the rainy season every year and take appropriate mitigation measure to replenish the water level in case of depletion. – New Addition
<del>4.5 The garden or factory should not deposit into the natural water bodies, any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil and stones from excavations, rubbish from cleaning land or other materials.</del>	

## Proposed Key Changes - Fertilizers



### Fertilizers (old Criteria)

5.1 The verified facility shall have documented evidence that fertilisers (synthetic and organic) are selected, applied and stored as per the recommendation of a competent government institution

5.2 If there is no regional recommendation available, the producers should undertake a review based on soil testing for deciding the fertiliser type and fertiliser dosage.

5.3 ~~Records should be maintained of all the fertilizers purchased, dosage, storage and application dates.~~

### Fertilizers (Proposed Criteria)

1. The verified facility should have a plan on soil fertility practices defined actions to optimize and reduce usage of synthetic and chemical fertilizer and gradually increase gradually the natural and organic fertilization and other soil health improvement techniques. The data from the soil test report must be considered in preparing the plan. A risk assessment that considers disease transmission, weed seed content, method of composting, heavy metal content etc. should be the part of the plan.

2. Records should be maintained of all the fertilizers purchased, dosage, storage and application dates. This must include both organic and inorganic fertilizer including inhouse produced organic fertilizers.

3. The facility must have a record of usage of both organic and synthetic fertilizer used per Kgs of Tea produced to determine the trend and practices.

a. Synthetic and chemical fertilizer usage / per kg of tea

b. Organic fertilizer usage / per kg of tea

c. Total fertilizer usage/per kg of tea – New Criteria Mandatory

## Proposed Key Changes - Fertilizers



Fertilizers (old Criteria)	Fertilisers (Proposed Criteria)
5.4 <del>The fertilisers shall be stored in facilities which are dry and well ventilated. The storage facilities shall not be accessible to children or unauthorised people. The storage shall be designed to prevent spillage of fertilisers or contamination of the ground, walls, or the surrounding area</del>	4. Chemical fertilisers shall not be used within 5 meters of the water bodies. The producer should promote the creation of buffer zones between the tea areas and water bodies / natural ecosystems, residence and schools. In this area organic and natural fertilizer can be applied.
5.5 Chemical fertilisers shall not be used within 5 meters of the water bodies. The producer should promote the creation of buffer zones between the tea areas and water bodies / natural ecosystems, residence and schools. It is recommended that only low volume cattle manure be applied in these 5-meter buffer zones where practical.	Merged
5.6 Estates and Small holders manage fertiliser applications within 5 meters of water bodies in a way to minimise loss of nutrients. This includes placement, amount and timing of fertilisation.	Merged
5.7 The verified unit uses fertiliser application techniques as prescribed by a competent Indian tea research institute or a competent person must be contacted to ensure that there is no contamination of the natural ecosystem.	Merged
5.8 <del>The use of organic fertiliser is highly encouraged over chemical fertilisers. However, before an organic fertiliser is applied, a risk assessment is carried out that considers disease transmission, weed seed</del>	Removed and merged with health and safety

## Proposed Key Changes - Plant Protection Formulations (PPF)



### Plant Protection Formulations (PPF) (old Criteria)

6.1 The verified facility shall keep the documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel) and records of purchase from licensed dealers, **handling and storage**, amount and timing of application, application mode, treated field contamination and prevention of loss to the environment.

6.2 The verified facility shall not use any PPFs that have been banned by the central and state government or its affiliated bodies.

### Plant Protection Formulations (PPF) (Proposed Criteria)

1. The verified facility shall prepare an implementation plan to gradually reduce the use of agrochemicals and switching over to safe non chemical measures of IPM. The plan must include the integrated pest and weed management by initiating the least possible use of agrochemicals. Documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel) and records of purchase from licensed dealers, amount and timing of application, application mode, treated field contamination and prevention of loss to the environment shall be the part of the plan with the below available information.

- a. Agrochemical usage / per kg of tea
- b. Organic formulation usage / per kg of tea
- c. Year wise ratio - Chemical : Organic

2. The verified facility shall not use any PPFs that have been banned by the appropriate regulatory and government authority. The entity must be prepared for unannounced sample tea testing for non-approved chemicals by trustea anytime during the validity period.

## Proposed Key Changes - Plant Protection Formulations (PPF)



### Plant Protection Formulations (PPF) (old Criteria)

6.3 The verified facility shall prepare an implementation plan to gradually reduce the use of agrochemicals and switching over to safe non chemical measures of IPM.

6.4 The verified facility should demonstrate plan on an integrated pest and weed management, which promotes the use of physical, biological, mechanical and cultural control methods and the least possible use of agrochemicals.

6.5 The plant protection formulations are not used within 5 meters of water bodies, wildlife habitats and areas having human movement. If there are no options of maintaining such distance due to a unique topography, where the water channels are constantly shifting courses, the producer must use buffer zones and use suitable application technique to ensure that there is no contamination beyond the application area.

### Plant Protection Formulations (PPF) (Proposed Criteria)

3. The plant protection formulations are not used within 5 meters of water bodies, wildlife habitats and areas having human movement. If there are no options of maintaining such distance due to a unique topography, where the water channels are constantly shifting courses, the producer must use buffer zones and use suitable application technique to ensure that there is no contamination beyond the application area.

4. The verified facility should regularly maintain and calibrate agrochemical application equipment's and keep records of such equipment maintenance and calibration.

5. Optional project for IPM  
– Documented and verified achievement of the goals for IPM towards the reduction of the agrochemical usage

## Proposed Key Changes - Plant Protection Formulations (PPF)



### Plant Protection Formulations (PPF) (old Criteria)

### Plant Protection Formulations (PPF) (Proposed Criteria)

6.6 There shall be designated areas for mixing of PPFs with clear signage for workers. These areas shall be away from any natural water bodies, drinking water sources, children's play areas, food stores, clinics and fish ponds.

Merged

6.7 Adequate visual warning signs shall be used to inform people on re-entry time.

Merged

6.8 The PPFs shall be stored safely and correctly in facilities which are dry, well ventilated and do not have access to children, unauthorised people, food and feed.

Merged

~~6.9 Storage areas should display information on PPF in a way which is easily understandable to the workers (in a language they can understand or in pictorial formats), including information regarding their classification, the risk they present and the safety precautions to be observed.~~

Removed and merged with waste management

~~6.10 All the relevant records shall be available such as records of training and training contents to workers on safe and appropriate use of PPFs. The training programs shall cover dealing with preventions of accidents and dealing with accidents, spillages, hazard symbols, understanding and applying label instructions, general safety (exposure reduction, hygiene, personal protective equipment etc.).~~

Removed and merged with health and safety



## Proposed Key Changes - Plant Protection Formulations (PPF)



Plant Protection Formulations (PPF) (old Criteria)	Plant Protection Formulations (PPF) (Proposed Criteria)
<del>6.11 The PPEs are washed after use separately from other washing and shall not be carried out by adolescents and women.</del>	Removed and merged with health and safety
<del>6.12 The verified facility should regularly maintain and calibrate agrochemical application equipment's and keep records of such equipment maintenance and calibration.</del>	Removed and merged with health and safety
<del>6.13 Agrochemical containers shall be re-used only for the same chemical product if labeled for reuse and it will never be used to store water, food or feed. The verified facility shall have an adequate plan for the safe disposal of the PPF empty containers, expired PPF concentrate, sprayer washings, coated seed and any other contaminated material for PPF use. This should include triple rinsing (e.g. small pots diluted in backpacks) or pressure rinsing (e.g. if the spray tank has this facility) before disposal.</del>	Removed and merged with waste management
<del>6.14 The facility should have emergency facilities and procedures available in the vicinity of PPF storage to deal with spillage of PPF (i.e. sand or sawdust) and with operator contamination (i.e. clean water). The procedure should indicate basic accident care instructions as well as contain the contact details of the ambulance, nearest hospital and the person trained in first aid.</del>	Removed and merged with health and safety



## Proposed Key Changes - Deforestation



Deforestation (old Criteria)	Deforestation (Proposed Criteria)
<p>10.1 An environmental management document should be available with the verified unit outlining procedures for reducing the negative effect of tea farming and processing to enhance the biodiversity in the area.</p>	<p>1. A natural ecosystem conservation document shall be available with the verified unit outlining procedures for reducing the negative effect of tea farming and processing to enhance the biodiversity in the area.</p>
<p>10.2 There shall be no degradation and deforestation of the notified forest land or any other form of encroachment in the forest land. To validate the above, confirm whether has the entity which has applied to be considered for membership and certification of the trustea program, ever been part of the following activities since the year 2012, which can be construed as a punishable offence as per Section 26 the Indian Forest Act 1927 as amended in 2012. “makes any fresh clearing prohibited by section 5, or sets fire to a reserved forest causes any damage by negligence in felling any tree or cutting or dragging any timber”</p>	<p>2. There shall be no degradation and deforestation of the notified forest land or any other form of encroachment in the forest land and never been a part of the above activities since 2012. The documented reference shall carry the requirements as per Section 26 the Indian Forest Act 1927, amended in 2012</p>
<p>10.3 The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations.</p>	<p>3. The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations without interrupting the existing natural ecosystem.</p>

## Proposed Key Changes - Deforestation



Deforestation (old Criteria)	Deforestation (Proposed Criteria)
10.4 The areas not used for agricultural purposes are left unmanaged, in which time it can be restored to natural forests using native vegetation as much as possible. Restoration is undertaken with advice of the forest department, relevant government agencies, or local environmental NGOs.	4. Existing natural and native ecosystem in and around the tea garden should be left in its existing natural form. No conversion of an existing natural ecosystem in any form or use should be carried out.
10.5 Wildlife within and around the facility shall be documented. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection.	5. Wildlife with in and around the facility shall be documented and analyzed in case of any prominent change occurs. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection.
10.6 Verified units ensure native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads) that reduces the possibility of any cross- contamination of fertiliser or PPFs into those areas. Native vegetation is also used as a buffer between crop production and natural ecosystems.	6. Verified units ensure native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads) that reduces the possibility of any cross- contamination of fertiliser or PPFs into those areas. Native vegetation is also used as a buffer between crop production and natural ecosystems.
	<p>7. Optional project –</p> <ul style="list-style-type: none"> <li>➤ Rain water harvesting,</li> <li>➤ Regenerative agriculture.</li> <li>➤ Afforestation(excluding shade trees and without adverse impact on the natural ecosystem)</li> </ul>

## Proposed Key Changes - Waste management



### Waste management (old Criteria)

11.1 The verified facility shall have a waste management plan, including separation, reduction and recycling of waste where possible. The factories, estates, housing colonies and hospitals shall organise educational workshop for the workers, residents of the garden and smallholders to follow the waste management plan. The content of the training and the attendance of workers and smallholders shall be recorded.

11.2 The verified facility shall have a clear procedure for safe storage, handling and disposal of hazardous and non-hazardous waste. There shall be clear and visible (i.e. colour coding) collection points for such wastes.

11.3 Hazardous waste shall be stored in locations where foreseeable events (such as heavy rain or machinery breakdowns) will prevent leakage or losses to the environment. The storage area shall not be accessible to unauthorised people.

### Waste management (Proposed Criteria)

1. The verified facility shall have a waste management plan, including separation, reduction and recycling of waste where possible. The plan must include the required training and educational workshop to everyone under the scope about all kind of waste and its classification includes solid, liquid, hazardous, non-hazardous, organic and inorganic waste etc. and clear procedure for safe storage, handling and disposal to confirm the ground implementation. The content of the training and the attendance of workers and smallholders shall be recorded.

2. No burning shall be practiced in natural course. In case of wastes that require burning shall be done through the methods approved by the statutory authority. Plastic items, PVC and other toxic items shall never be burnt and shall be disposed of as per the government regulations.

3. The landfills and dumps within the verified facility shall be as per the guidelines of the applicable statutory authority and have such design that minimises risks of environmental contamination and damage to human health.

## Proposed Key Changes - Waste management



### Waste management (old Criteria)

11.4 The verified facility shall be aware of and demonstrate compliance with national legal obligations with respect to energy use, energy use-related emissions, fuel use, electrical power and fuel burning installations.

11.5 The verified facility should have a plan to monitor energy use and demonstrate that this plan is used to incrementally improve energy efficiency and reduce emissions where practical.

11.6 Handling of wastes that require burning shall be done through the methods approved by the state pollution control board only.

### Waste management (Proposed Criteria)

4. Appropriate regulatory and government authority's requirement shall be followed for discharge of any waste water from the tea factory and tea gardens. Waste water test report from any accredited and recognized authority to be used for verification of compliance to the requirements. The testing frequency shall be a minimum of once in a year or less if recommended by the approving authority.

5. Human sewage contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.

6. The garden or factory should not deposit into the natural water bodies, or surface soil or pit in any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil and stones from excavations, rubbish from cleaning land or other materials.

## Proposed Key Changes - Waste management



### Waste management (old Criteria)

~~11.7 Plastic items, PVC and other toxic items shall never be burnt and shall be disposed off as per the government regulations.~~

~~11.8 The landfills and dumps within the verified facility shall be as per the state pollution control board guidelines and have such design that minimises risks of environmental contamination and damage to human health.~~

### Waste management (Proposed Criteria)

Optional project –

- Vermicomposting of bio degradable waste
- Waste water recycle and reuse

Merged

## Proposed New Section on Energy Management as part of Environment Bucket



### Energy Management –

1. The verified facility shall make continuous efforts to optimize the usage of energy in its operations. Towards that end, at a minimum, the following parameters need to be tracked ,recorded and monitored daily and collated on a monthly and yearly basis :

- a) Total units of electricity purchased
- b) Total units of electricity generated by own generator
- c) Total electricity consumed-purchased +generated
- d) Ratio of Kgs of finished products produced per total units of electricity
- e) Units of electricity generated per litre of fuel in own generator
- f) Quantity of fuel used for heating
- g) Ratio of kgs of finished products produced per unit quantity of fuel.

2. The verified facility should have a documented plan to monitor and improve energy use and demonstrate that this plan is used track improvements in energy efficiency through the parameters in point no1 above

3. Any long term negative trend observed in usage efficiency over a seasonal cycle of production should be analysed and documented actions taken to improve the same.

4. Optional projects to qualify for higher category of certification –

- Renewable energy generation and usage
- Facility wide energy audit by external expert and implementation of action plans derived from the audit outcome
- Project on reduction of carbon emission or carbon offsetting
- Certification to ISO standard ISO 50001 on Energy Management System(EnMS)

# Thank You





# **Code Revision, Assurance System Update**

**Council Meeting August  
2022**





# Code Revision Update

# Code Buckets



**Management system and continuous improvement will be considered as the prelude requirement of trustea standard with defined and stronger management commitment clauses**



# Code revision timeline & Final Roll out Plan



Activity	Plan	Actual
Code change Kick of	Oct 2021	Oct 2021
2 <sup>nd</sup> CDC on environment & General Management		Aug 2022
CDC on Safety & Livelihood	Sep-Oct 2022	
Final CDC on the complete draft	Nov 2022	
Council approval on the draft and public consultation for 60 days	Dec22/ Jan-Mar 2023	
Decision Making and Final approval of the Standard by the council	Mar 2023	
Release of the trustea standard 2023	Apr 2023	
Transition rule enforcement	Apr 2023	
Training to the CBs & IPs	Apr 2023	
Training and webinar to provide step-by-step guidance for certificate holders to transition between the current version and the 2022 new trustea code version	May 2023 Jul 2023	
Registration for certification on new standard opens	Aug 2023	
The trustea 2023 new version of the Standard requirements come into effect	Aug 2023	
Auditing can start against the transition period version of the new standard	Sep 2023	
Continue to engage in dialogue with our partners to make the standard even more practical and flexible in different contexts	Apr 2023- Dec 2023	
Industry feedback Feedback from CPs, CBs & Ips & Users on the circulated code	Dec 2023	





# Assurance System Update

# System Assurance Audit Process



As a part of trustea's code compliance continual improvement process, SAA always has been considered the most effective pathway. This robust system has given trustea ample opportunity to enhance the credibility of the overall system. And now, we have introduced some key modifications in the process which will not only be limited having surprise audits in certified entities but also joining hand with the implementing partners and certification bodies in Gap closer and certification audits. The main objective to introduce this step is to address the challenges at the beginning, understand the need & finally confirm the conformity by aligning the requirements at all levels of the certification process.

## Three different ways to have an SAA

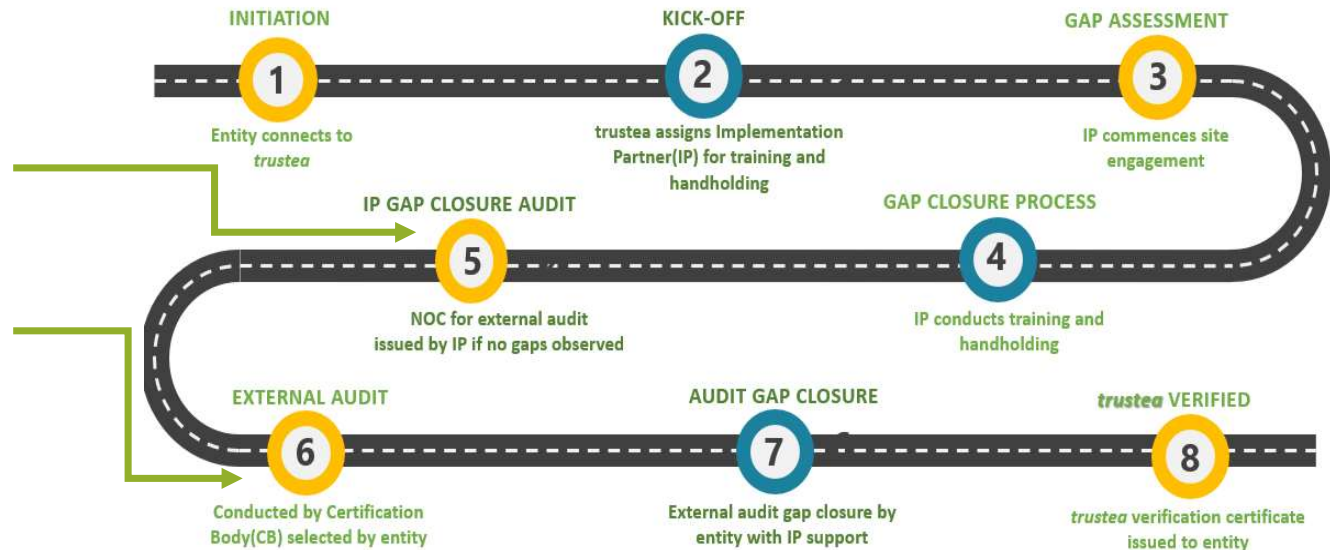


**Joining hands with the IPs - will be done by tS**



**Joining hands with the CBs - Will be done by tS**

**Independent SAA - will be done by tS & CB**



# System Assurance Audit update



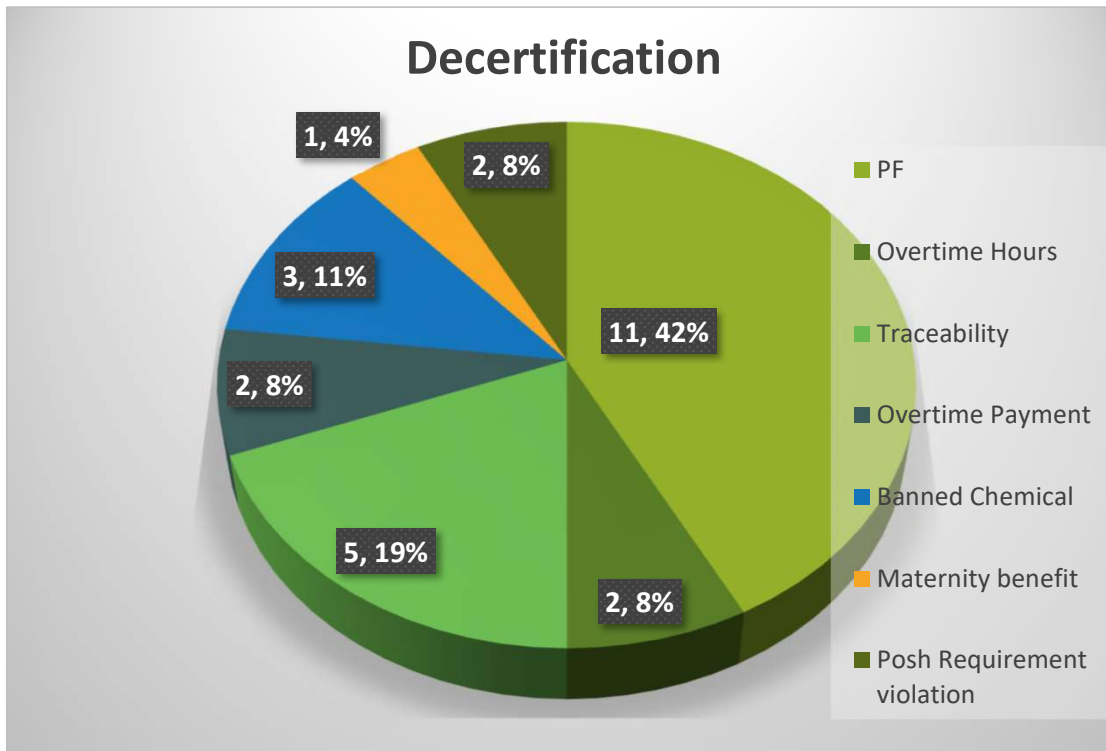
CB	No of Audits	10% by CB	10% by trustea	Total No of SAA	SAA planned
DNV	97	9.7	9.7	19.4	19
CUC	30	3	3	6	7
Cotecna	33	3.3	3.3	6.6	7
Indocert	37	3.7	3.7	7.4	6
Onecert	14	1.4	1.4	2.8	3
SGS	15	1.5	1.5	3	3
TUV	17	1.7	1.7	3.4	4
IMO	1	0.1	0.1	0.2	0
<b>Total</b>	<b>244</b>	<b>24.4</b>	<b>24.4</b>	<b>48.8</b>	<b>49</b>

	Q1	Q2	Q3	Q4
Plan	0	10	22	17
Actual	0	12	8	

**Total SAA completed as on date - 20**

Area wise	Assam	Selected for SAA	Bengal	Selected for SAA	Tamil nadu	Selected for SAA	Kerala	Selected for SAA	Tripura	Selected for SAA	Arunachal	Selected for SAA
Estate	74	15	29	5	8	1	2				1	1
BLF	43	10	24	6	18	4					1	
ES+BL	38	6	4		2		1	1				
<b>Total</b>	<b>155</b>	<b>31</b>	<b>57</b>	<b>11</b>	<b>28</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>

# Decertification Status as on 15<sup>th</sup> August 2022



## Current status of decertified volume

- Total Decertified volume 2022 – **24.51 MnKgs**
- Volume back to the system from the decertified volume from 2020-21 in 2022 – **9.08 MnKgs**
- Volume back to the system from the decertified volume from 2022 – **13.8 MnKgs**

Total number of units decertified – 18  
Total number of ZTCP violations – 25  
The total number of units are having multiple violations - 5





**ISEAL & MEL**



# ISEAL Status



*After obtaining the ISEAL community membership in August 2021, we are now ready to apply for the ISEAL Code Compliant Membership in Q4 2022.*

*As a part of the journey, ISEAL does not complete the assessments but instead oversees independent assessors who will evaluate trustea for Code compliance.*

*The following tentative timeline has been given by ISEAL after the preliminary discussion for the final evaluation:*

- 2022 Q4: Conduct Impacts Code evaluation
- 2023 Q1: Conduct Standards Setting Code or Assurance Code evaluation
- 2023 Q2: Conduct Standards Setting Code or Assurance Code evaluation

*After successful completion of the above process, trustea will be leveled up with the code-compliant membership. It will be an honor to become the first domestic standard to receive this prestigious recognition in ISEAL community which has 36 international sustainability standard under its umbrella.*

Community Members who are ISEAL Code Compliant benefit from:

- a rigorous approach to improving their systems through independent evaluation of all ISEAL Codes
- exclusive use of the ISEAL Code Compliant logo and related claims
- all the benefits of being an ISEAL Community Member.



# Purpose of Monitoring & Evaluation – Framework



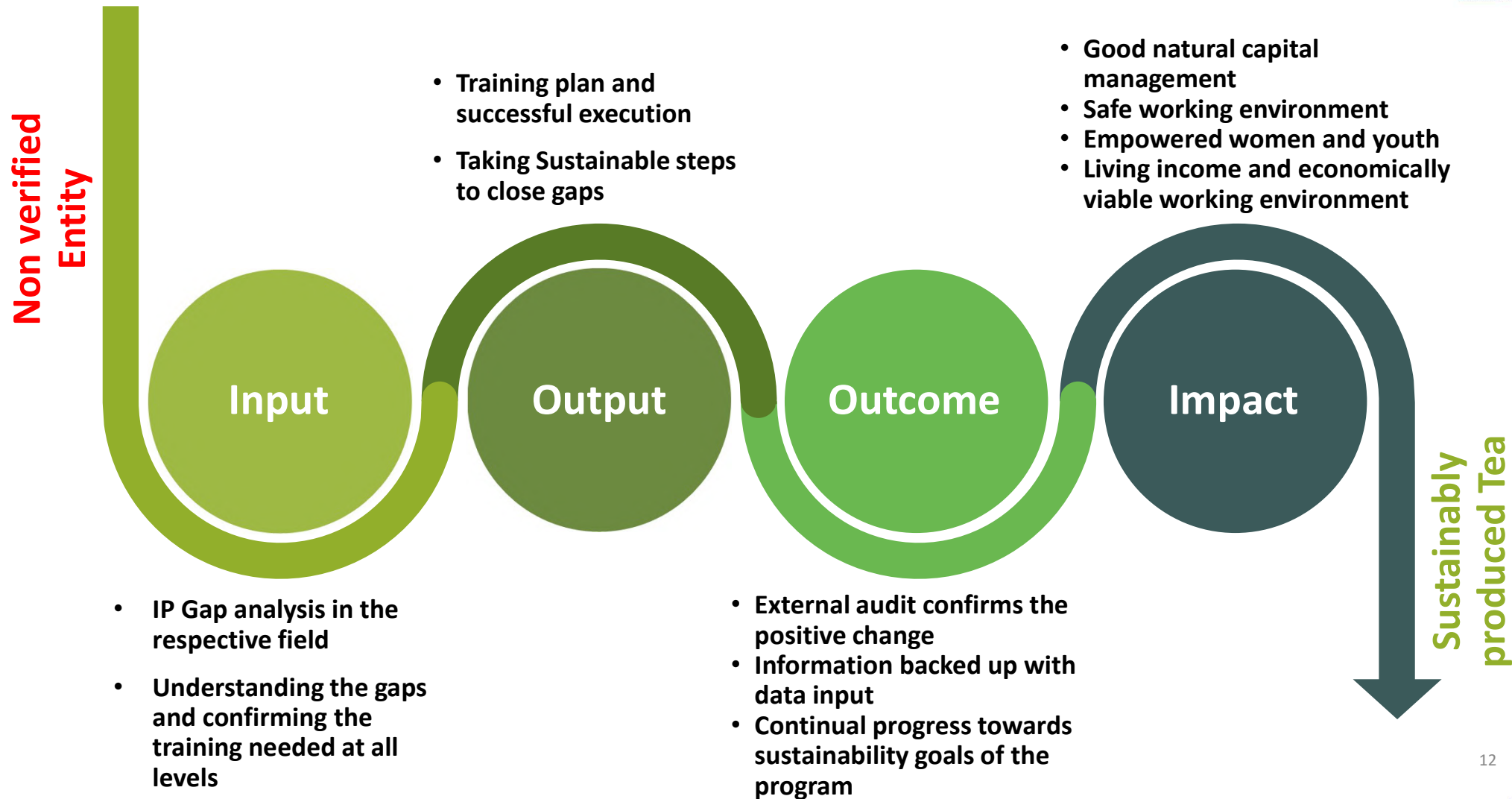
*The purpose of the General M&E Policy at trustea is to provide an overarching framework to regularly monitor the activities and outputs and to measure the outcomes and impacts to ensure that trustea is able to achieve its mission, vision and its sustainability goal.*

- To track progress of activities and outputs being achieved
- To assess outcomes and evaluate impacts
- To ascertain the extent to which the desired change and the sustainability goal has been achieved

*Trustea* M&E framework also fulfils ISEAL Impact codes requirements



# Process flow towards the achievement of M&E



# MEL Action Plan for the year 2022



- *Code Revision*
- *Revision of assurance processes*
- *Stakeholder engagement – Meetings with IPs, CBs, Entities, CPs, Appeal & Grievance handling, and similar*
- *Research & Development – Feedback and surveys, articles & blogs published in social media platforms, external conferences & workshop*
- *Training, support, and advice – Entities, Ips & CBs, online training*
- *MEL – Developing M&E webpage, monitoring report generation, and data feed in tCMS,*







Thank you



# Trustea Sustainable Tea Foundation

## 7<sup>th</sup> Council Meeting- 24<sup>th</sup> August, 2022

### Agenda and Minutes

<b>Agenda</b>
<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Anti-trust statement</li> <li>• Council membership update</li> <li>• Approval of previous minutes</li> <li>• Agenda</li> <li>• AOB</li> </ul>
Revised council charter
<ul style="list-style-type: none"> <li>• 6th Council meeting action points</li> <li>• Executive Summary and budget update</li> <li>• Annual Operating Plan 2021 status</li> </ul>
<b>Program Updates:</b> <ul style="list-style-type: none"> <li>- Verification and Implementation update</li> <li>- Assurance system</li> <li>- ISEAL process update</li> <li>- IT/ Traceability update</li> <li>- Communication update</li> </ul>
Seal on pack
Audit committee finalisation
Any Other Business (AOB)
Finalisation of next council meeting date (proposed date – 1 <sup>st</sup> Dec'22)
Closing remarks

**Chaired by:** Pramit Chanda – IDH – Council Chairman

#### **Attendees:**

Member organisation	Representative
ITA	Sandeep Ghosh
HUL	Mandeep Singh Tuli
	Daleram Gulia
TCPL	Anurag Priyadarshi
	Gaurav Singh
GTPP	Paras Desai

	Abhishek Kapoor
	Ketan Shah
CISTA	Bijoy Gopal Chakraborty
TRA	Joydeep Phukan
UN Women	Poulomi Pal
	Paridhi Yadav
	Manoj Kumar Das
<i>Ex-officio</i> member	Rajesh Bhuyan
<i>trustea</i>	Anandita Ray Mukherjee
	Anika Kumari
	Debasish Dutta
	Siva Kumar
	Suman Sharma Jain

### Leave of absence

Member organisation	Representative
AABLTMA	Gautam Beria
ITA	Arijit Raha
TCPL	Puneet Das
UPASI	Prashant Bhansali

## Draft Minutes

### Agenda item 1:

- **Anti-trust statement:** Pramit welcomed the participants and stated the Anti-trust statement.
- **Approval of previous minutes:** Minutes of the 6th council meeting was approved by the council.

### Agenda item 2:

- **Council membership update and revised Council Charter:** An update on council membership was provided by the Chair. The members were further taken through the Council Charter.
  - ✓ The following was proposed and agreed:
    - Tea Board of India and Workers Union proposed to be removed from the Council Membership categories of Council Charter.
    - The position of Vice Chair to be removed, as the council strength is small.
    - In case decisions are put to vote, the passing requirement would be kept at a majority of members present and voting.
    - It was agreed to add Mr. Santhosh Jayaraman (the second statutory director of the *trustea* Foundation) as a non-voting special invitee to the council meetings.
    - It was agreed to include ETP India under the civil society/non-governmental category of the council governance. Ms. Ranjana Das from ETP India to be approached for this position.
    - Mr. Jagjeet Kandal (Country Director, IDH) to represent IDH at *trustea* council, as Mr. Pramit Chanda would be stepping down from the council.

### Suggestion:

- Although Tea Board of India and Workers Union are to be removed from *trustea* council membership categories Joydeep from TRA offered to explore further on this. Trustea will discuss with him on the way forward and the feasibility of the same for reinstatement at a later date.

Sl. No.	Action Required	Action By
1	Approach Ms. Ranjana Das from ETP for becoming a council member	<i>trustea</i>
2	Upload the Council Charter under the Governance section of the <i>trustea</i> website	<i>trustea</i>
3	Develop a process for the induction of the new council members/ representatives	<i>trustea</i>
4	Send a formal 'thank you' note to Mr. Ashish Gupta	<i>trustea</i>
5	Share the contact details of all the new stakeholders joining the council, with the council members	<i>trustea</i>
5	Finalise the Chair of the council through the voting mechanism	<i>trustea</i>

### Agenda item 3:

- 6th Council meeting action points:** Rajesh walked the council through the action items of the last council meeting. It was suggested to progress on the pending action item i.e.
  - Meeting with council members for deliberating the issue of non-compliant tea, and developing a plan to disseminate the on-ground work.
- Executive Summary 2022:** Rajesh walked the council through the key highlights of the respective functions of *trustea* for the year 2022. Further, he provided an update on the budget. He added that the forecasted expenses for the year 2022, would be in line with the plan. However, seal on pack related communication expenses of 2021 will be rolled over to 2022 based on seal on pack launch dates and an additional expense will be incurred due to the creation of three additional customer learning movies as suggested by communication meeting, related to sustainability and *trustea*. So Program's total expenses are likely to close at about 5.65 crores, subject to the finalisation of the three new videos costs.
- 2022 Annual Operating Plan (AOP) status update:** Rajesh provided an update on the status of AOP 2022.

### Agenda item 4: Program Updates

- Verification and Implementation update:** Suman shared the verification statistics (including region/ entity-wise volume break up), along with an update on the *trustea*'s volume target, as on 15<sup>th</sup> Aug'22. Implementation updates were also provided, besides an analysis of the priorities. Further, she apprised that an 'Implementation Playbook' is under development and would be released in 5 vernacular languages.
- Code revision update:** Anandita provided an update on the Code revision (which is under development), along with the tentative timelines. She shared that the new Code would be drafted under the three pillars of *trustea* i.e. Environment, Safety and Livelihoods.



Sl. No.	Action Required	Action By
1	Circulate the draft chapters of the revised Code (including the additional chapters) to all the council members	<i>trustea</i>

- **Assurance System update:** Anandita provided an update on the Assurance System Audit, as on 15<sup>th</sup> Aug'22.
- **ISEAL process:** Anandita provided an update on ISEAL. She briefed the council on the tentative timelines given by ISEAL, after the preliminary discussion towards the final evaluation.
- **Monitoring Evaluation and Learning (ME&L) update:** Anandita explained the council on the purpose of ME&L framework for *trustea*, along with the process-flow towards achieving ME&L. She further shared the action plan for the year 2022.

Sl. No.	Action Required	Action By
1	Have a dedicated page for ME&L on <i>trustea</i> website	<i>trustea</i>
2	Put additional budget for 2023 towards the services of an external ME&L consultant for strengthening and embedding ME&L into <i>trustea's</i> operations	<i>trustea</i>

- **IT/ Traceability update:** Debasish provided an update on the various IT initiatives i.e., Tracetea, STG Enumeration project, *trustea* Code Management System (*trustea* CMS), Animated Learning Series for STG, and Data Governance Policy.
- **Communication update:** Anika provided an update on the awareness and communication activities that were undertaken towards enhancing the outreach of the *trustea* program during the year 2022. She shared the positive impact, along with the analytics of *trustea's* social media channels. She further updated the council on the industry wide recognition to *trustea* as a result of *trustea's* participation in panel discussion, brainstorming session at Tea Board of India, webinars etc. Anika expressed a proud moment for *trustea* wherein it was awarded the 4th edition of the "ICC Social Impact Award" in recognition of its on-ground impact towards sustainability. Also, she apprised that 'Trustea Brand film' and various 'Consumer Centric films' are under development.

#### Agenda Item 5: Seal on Pack:

- Anika provided an update on seal on pack initiatives. She mentioned that the packers have shared the respective artwork of the tea retail packet bearing *trustea* verified seal for approval. The artwork has been approved by *trustea*, after a couple of iterations. She apprised that all the planned activities (to be executed by *trustea*) are ready to be actioned and would need a go-ahead from the packers, as the communication activities (linked to seal on pack) need be in sync with the launch of seal on tea retail packets, by the packers.

Sl. No.	Action Required	Action By
1	Packers to share their timelines for having ' <i>trustea</i> verified seal' on their tea retail packets. <i>trustea</i> to organise a meeting to get these timelines.	Packers (HUL, TCPL and GTPP) and <i>trustea</i>

1	Plan teaser of seal on pack over social media platform, prior to the seal on pack hitting the shelf. This needs be in sync with the launch of seal on tea retail packets (by the packers), so that the teaser is not for an indefinite period of time.	trustea
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#### Agenda Item 6: Audit Committee finalisation

- Rajesh thanked Abhishek from GTPP for the support he extended to the ‘Audit and Finance Committee’ (a sub-committee of *trustea* Council). Further, he requested the council members for submission of nominations for the ‘Audit and Finance Committee’, so that the requisite quorum could be attained.
- It was agreed to have two senior representatives from the council in the ‘Audit and Finance Committee’. Abhishek to lead the committee. IDH has agreed to volunteer for the committee.

#### **Suggestions:**

- *trustea*’s Chattered Accountant to share the quarterly report that in turn, could be circulated to the council. Abhishek agreed to support *trustea* with the pointers that need to be included in the Finance Report.

HUL and TRA agreed to nominate their representatives for the Finance Committee.

Sl. No.	Action Required	Action By
1	Extracts of the Audit Report to be uploaded over <i>trustea</i> website	<i>trustea</i>

**Date of next Council Meeting:** The next Council Meeting is proposed to be conducted on 1<sup>st</sup> Dec’22.

Sl. No.	Action Required	Action By
1	Reach out to respective council members for their confirmations.	<i>trustea</i>

## Legends and Description –

- **Red-colored criteria are to be considered Zero Tolerance Criteria Point**
- **Blue-colored criteria are to be considered Mandatory Criteria Point**
- **Black-colored criteria are to be considered Other Criteria Point**
- **Green-colored criteria are to be considered as New criteria addition**
- **All specific legal requirements are available in the annexure for the relevant clause.**

## Management System

1. The verified facility shall have a trustea program policy, and an objective statement with the documented KPIs. The entity also shall have a program risk management plan which outlines the top management 's commitment to comply with the trustea code and enables continuous improvement.
2. Top management shall ensure the internal audit of the trustea program at least once every year.
3. That top management shall be responsible for the training, appropriate actions, and review of the requirement for clauses 1 & 2 at a minimum of once every year.
4. The top management shall review the internal audit report periodically (minimum once every year) for program policy, objective statement, and achievement of the KPIs. – New criteria
5. The verified facility shall have a policy outlining its principles on business ethics and applicable legal requirements.
6. The verified facility shall have an overview map (e.g. can be a drawing) of the total farming area. This map must show the tea fields with planted and protected areas, water streams, human settlements, and tea factories where applicable. The tea fields must be identified with a name, number, or colour on the map. **Factories shall have a separate map showing the factory layout – Moving to chapter 8.**
7. The verified facility shall be legally functioning as per the statutory requirement.
8. Documents, either electronic or physical shall be retained as per the document retention policy. All the records and documents required by the code should be up-to-date and accessible to the internal and external verifiers and retained for a minimum period of four years. Legal documents shall be retained as per the relevant requirement.
9. The top management shall designate responsibilities to identified personnel to manage different areas of compliance under the code and other applicable laws and regulations. The same shall be documented and communicated across the organization.
10. The verified facility shall have one or more trustea program coordinators with trustea approved code qualifications along with a minimum of one internal auditor with similar training for the entire verification process.

11. A grievance redressal mechanism process with records of response shall be maintained for all the complaints against the violation of the code requirements by the stakeholders who are negatively affected by any specific activity covered under the scope of the trustea code. This mechanism must be designed in a simplified way so that it is easily accessible to stakeholders with different modes of communication including oral communication.
12. The top management of the verified facility shall be responsible to respond to any communication from the trustea program on any adverse public or regulatory event or report which may be perceived to have an overall negative impact on the credibility of the program.

Data Required –

- a. Internal Audit sheet
- b. Management Review
- c. Proof of undisputed claim to the land
- d. In the case of smallholders, Statutory/ local self-government authority's recognition, and the absence of any claims is sufficient.
- e. PCB CTO

## Legends and Description –

- **Red-colored criteria are to be considered Zero Tolerance Criteria Point**
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- **Green-colored criteria are to be considered as New criteria addition**
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## Environment

### Soil (natural ecosystem conservation)

1. Sustainable soil health management that incorporates the elements of regenerative agriculture including soil conservation and soil fertility practices to promote the rehabilitation enhancement of the farm ecosystem.
2. The verified facility should have defined and documented actions to optimize and reduce the usage of synthetic and chemical fertilizers.
3. Testing of soil by a competent agency to ensure optimum fertilization in line with the test results as recommended for the specific region by the competent institutions.
4. The identification process of new tea production areas is based on a documented and technical review of climatic, soil, and topographic conditions subject to the approval of the concerned authority and in line with clause number 10.2
5. The producer uses techniques to prevent soil erosion and runoff around the erosion-prone areas including river banks and irrigation ditches.

#### Optional Projects -

- Regenerative agriculture
- Carbon sequestration project verified by



## **Water conservation**

1. The verified facility shall comply with the national and local legal obligations with respect to withdrawing water from natural sources and have necessary permits available for verification.
2. The entity shall optimize, track and measure the water usage in the various operational and residential areas. Plan and results on optimization of water usage shall be documented. – New addition - mandatory
3. In case underground water is in use as a water source, the entity shall track the water level of the source before and after the rainy season every year and take appropriate mitigation measures to replenish the water level in case of depletion. – New Addition
4. The entity shall track and measure the water usage in the various operational and residential areas. Plan and results on optimization of water usage shall be documented. – New Addition - Mandatory

### Optional Project

- Rain Water Harvesting
- Documented plan and reduction of underground water usage
- Tracking water usage through the water balance process

**Chapter 5 – Fertilizer is removed as a separate chapter. Important criteria merged in other related chapters**



## **Agrochemical**

1. The verified facility shall prepare integrated pest management (IPM) plan to gradually reduce the use of agrochemicals and adopt alternate control measures like biological controls, and practices based on indigenous technical knowledge (ITK).
2. The verified facility shall use PPFs approved by the appropriate regulatory and government authority.
3. The verified facility should regularly maintain and calibrate agrochemical application equipment and keep records of such equipment maintenance and calibration.
4. Storage, mixing and handling of agrochemicals shall be done in a designated area with adequate protection for people and the environment. Safety and emergency information to be displayed prominently in a way that is easily understood by the visitor and operating personnel.
5. The verified facility should regularly maintain and calibrate agrochemical application equipment and keep records of such equipment maintenance and calibration.

### **Optional Project**

- Documented and verified achievement of the goals of a plan to reduce agrochemical and increase the use of organic formulation (usage benchmarking to be determined with the %)
- IPM



## **Biodiversity –**

1. A biodiversity action plan for natural ecosystem conservation shall be available with the verified unit outlining procedures for reducing the negative effect of tea farming and processing to enhance the biodiversity in the area.
2. **There shall be no degradation of the natural ecosystem and deforestation of forest land or any other form of encroachment in the forest land as per relevant legal requirements.**
3. **Existing natural and native ecosystems in and around the tea garden should be left in their existing natural form. No conversion of an existing natural ecosystem in any form or use should be carried out.**
4. The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations without interrupting the existing natural ecosystem.
5. **Wildlife within and around the facility shall be documented and analyzed in case of any prominent change occurs. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking, or commercial collection. All relevant laws to comply.**
6. Verified units shall promote native vegetative barriers between crop production and human activity (such as schools, worker housing, and public roads) that reduce the possibility of any cross-contamination of fertilizer or PPFs into those areas. Native vegetation is also used as a buffer between crop production and natural ecosystems.
7. **The plant protection formulations and chemical fertilizers preparation, mixing, usage, and application shall not be carried out within the buffer zone of 5 meters distance from water bodies, wildlife habitats, areas having human habitation and movement, and areas used for other agriculture activity. If there are no options for maintaining such distance due to a unique topography, the producer shall use a suitable organic formulation to ensure that there is no chance of contamination beyond the application area.**

### **Optional Project**

- **Regenerative agriculture**
- **Afforestation (excluding shade trees and without adverse impact on the natural ecosystem)**





## **Waste management –**

1. The verified facility shall have a waste management plan, including separation, reduction, recycling, and safe disposal of waste.
2. No burning shall be practiced in the natural course. Plastic items, PVC, and other toxic items shall never be burnt and shall be disposed of as per the government regulations.
3. The landfills and dumps within the verified facility shall be as per the guidelines of the applicable statutory authority and have such design that minimizes risks of environmental contamination and damage to human health.
4. Appropriate regulatory and government authority requirements shall be followed for the discharge of any wastewater from the tea factory and tea gardens. The testing frequency shall be a minimum of once a year or less if recommended by the approving authority.
5. Human sewage-contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.
6. The garden or factory should not deposit into the natural water bodies, or surface soil or pit any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil, and stones from excavations, rubbish from cleaning land or other materials.
7. Incineration of any type of waste can only be done if the entity has a legally approved permit or license that specifically mentions this activity. In such a case all the requirements must follow the methods approved by the statutory authority.

In all other cases burning/ incineration is completely prohibited.

### **Optional Project**

- Segregation and Recycling/ facilitating recycling of waste (carbon signage)
- Wastewater recycling and reuse



## Energy Management – New Chapter

1. The verified facility shall make continuous efforts to optimize the usage of energy in its operations through a documented energy management plan including monitoring of the effectiveness.
2. The verified facility shall be aware of and demonstrate compliance with national legal obligations with respect to energy use, energy use-related emissions, fuel use, electrical power, and fuel burning installations.
3. Any long-term negative trend observed in usage efficiency over a seasonal cycle of production should be analyzed and documented actions are taken to improve the same.
4. The facility shall study the feasibility of obtaining and usage of non-fossil fuel energy sources as a part of the energy management plan.

### Optional Project

- Renewable energy generation and usage
- A facility-wide energy audit by an external expert and implementation of action plans derived from the audit outcome
- Project on reduction of carbon emission or carbon offsetting
- Certification to ISO standard ISO 50001 on Energy Management System (EnMS)
- Identification of the carbon footprint

## Chapter wise Data Capturing & Record/Report Maintenance

### Soil –

#### **A. Records should be maintained of all the fertilizers:**

Date of Purchase	Name Brand	Quantity	Storage	Type of Fertilizer
				organic/inorganic/inhouse

#### **B. Application Records:**

Date of Application	Name Brand	Dosage

The facility must have a record of usage of both organic and synthetic fertilizer used per Kgs of Tea produced to determine the trend and practices.

- i. Synthetic and chemical fertilizer usage / per kg of tea
- ii. Organic fertilizer usage / per kg of tea
- iii. Total fertilizer usage/per kg of tea

#### **C. Soil Test Report**

**D. Risk Assessment Plan** considering disease transmission, weed seed content, method of composting, heavy metal content etc.

### Agrochemical –

The plan must include:

- a. The integrated pest and weed management by initiating the least possible use of agrochemicals.

Date of Purchase	Name Brand	Quantity	Storage	Type of Chemical
				organic/inorganic/inhouse

- b. Documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel)

- c. Records of purchase from licensed dealers,
- d. Application Records:

Date of Application	Name Brand	Dosage	Application Mode	Pest Type	Application for

- e. Also, the below available information.
  - i. Agrochemical usage and cost/kg of tea
  - ii. Organic formulation usage and cost/kg of tea
  - iii. Year-wise ratio - Chemical: Organic
  - iv. Overall cost per Kg (i+ii)

## Biodiversity –

- a. Area categorization

Total Registered Area (In HA)	Tea Area (In HA)	No. of STGs	STG Area	Any New Area Addition

- b. Afforestation Record

Year	No. of Tree Planted	Area Covered (In HA)	Type of Trees

- c. Wildlife Register with Action points on Negative Impact
- d. Training Record on Spraying and the necessary topic covered

## Waste Management –

- a. Waste Management Plan
  - Inclusions –
    - i. Separation
    - ii. Reduction
    - iii. Recycle
    - iv. Safe Disposal

- b. Awareness Training and Workshop on
  - i. Waste classification (like solid, liquid, hazardous, non-hazardous, organic and inorganic waste, etc)
  - ii. Safe storing, handling & disposal.
  - iii. Record of the attendance of workers and smallholders
- c. Waste water test report from any accredited and recognized authority
- d. Records of safe Disposal of waste following Waste Management Rule 2016
- e. Waste wise generation quantity and disposal records for hazardous and biomedical wastes.

## **Energy Management –**

Data to be captured and the following parameters need to be tracked, recorded and monitored daily and collated on a monthly and yearly basis

- a) Total units of electricity purchased
- b) Total units of electricity generated by own generator
- c) Total units of electricity generated/ purchased from non-fossil fuel sources
- d) Total electricity consumed-purchased +generated
- e) Ratio of Kgs of finished products produced per total units of electricity
- f) Units of electricity generated per litre of fuel in own generator
- g) Quantity of fuel used for heating
- h) Ratio of kgs of finished products produced per unit quantity of fuel.

## **Chapter-wise Clauses simplified, merged, or removed due to repetition in relevant chapters**

### **Soil –**

- 3.4** Existing natural and native vegetation in and around the tea garden should be left unmanaged, except for the removal of exotic and invasive species. In the long term, this native vegetation will help to recover the natural fertility of the soil, prevent soil erosion and provide habitat for species that can interrupt pest life cycles.

### **Water –**

- 4.3** The State Pollution Control Board's recommendations shall be adopted for discharge of any waste water from the tea factory and tea gardens. Waste water test report from any PCB accredited / NABL accredited lab to be used for verification of compliance to the specific parameters mentioned as requirements in the consent.
- 4.4** Human sewage contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.
- 4.5** The garden or factory should not deposit into the natural water bodies, any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil and stones from excavations, rubbish from cleaning land or other materials.

### **Fertilizer – Chapter removed**

- 5.1** The verified facility shall have documented evidence that fertilisers (synthetic and organic) are selected, applied and stored as per the recommendation of a competent government institution
- 5.2** If there is no regional recommendation available, the producers should undertake a review based on soil testing for deciding the fertiliser type and fertiliser dosage.
- 5.3** Records should be maintained of all the fertilizers purchased, dosage, storage and application dates.
- 5.4** The fertilisers shall be stored in facilities which are dry and well ventilated. The storage facilities shall not be accessible to children or unauthorised people. The storage shall be designed to prevent spillage of fertilisers or contamination of the ground, walls, or the surrounding area
- 5.5** Chemical fertilisers shall not be used within 5 meters of the water bodies. The producer should promote the creation of buffer zones between the tea areas and water bodies / natural ecosystems,



residence and schools. It is recommended that only low volume cattle manure be applied in these 5-meter buffer zones where practical.

**5.6** Estates and Small holders manage fertiliser applications within 5 meters of water bodies in a way to minimise loss of nutrients. This includes placement, amount and timing of fertilisation.

**5.7** The verified unit uses fertiliser application techniques as prescribed by a competent Indian tea research institute or a university must be contacted to ensure that there is no contamination of the natural eco-system.

**5.8** The use of organic fertiliser is highly encouraged over chemical fertilisers. However, before an organic fertiliser is applied, a risk assessment is carried out that considers disease transmission, weed seed content, method of composting, heavy metal content etc. Based on the assessment, a risk management plan is developed and implemented

## PPF –

**6.9** Storage areas should display information on PPF in a way which is easily understandable to the workers (in a language they can understand or in pictorial formats), including information regarding their classification, the risk they present and the safety precautions to be observed.

**6.10** All the relevant records shall be available such as records of training and training contents to workers on safe and appropriate use of PPFs. The training programs shall cover dealing with preventions of accidents and dealing with accidents, spillages, hazard symbols, understanding and applying label instructions, general safety (exposure reduction, hygiene, personal protective equipment etc.).

**6.11** The PPEs are washed after use separately from other washing and shall not be carried out by adolescents and women.

**6.12** The verified facility should regularly maintain and calibrate agrochemical application equipment's and keep records of such equipment maintenance and calibration.

**6.13** Agrochemical containers shall be re-used only for the same chemical product if labeled for reuse and it will never be used to store water, food or feed. The verified facility shall have an adequate plan for the safe disposal of the PPF empty containers, expired PPF concentrate, sprayer washings, coated seed and any other contaminated material for PPF use. This should include triple-rinsing (e.g. small pots diluted in backpacks) or pressure rinsing (e.g. if the spray tank has this facility) before disposal.

**6.14** The facility should have emergency facilities and procedures available in the vicinity of PPF storage to deal with spillage of PPF (i.e. sand or sawdust) and with operator contamination (i.e. clean water). The procedure should indicate basic accident care instructions as well as contain the contact details of the ambulance, nearest hospital and the person trained in first aid.

## Waste Management –

**11.7**

Plastic items, PVC and other toxic items shall never be burnt and shall be disposed off as per the government regulations.

**11.8**

The landfills and dumps within the verified facility shall be as per the state pollution control board guidelines and have such design that minimises risks of environmental contamination and damage to human health.

### **Applicable Indian Laws to be read in conjunction with the latest amendments and relevant State Rules if any.**

1. Forest Conservation Act 1980
2. Indian Forest Act 1927
3. Fisheries Act, 1897
4. Wildlife Protection Act, 1972
5. Environment Protection Act 1986 including  
The *Hazardous Wastes* (Management, Handling, and Transboundary Movement) *Rules*, 2008  
and, Bio-Medical Waste (Management and Handling) Rules 1998
6. The Water (Prevention and Control of Pollution) Act, 1974
7. The Air (Prevention and Control of Pollution) Act, 1981
8. Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (FRA)
9. Plant Protection Code & FSSAI Guideline (Latest Version)

Last CDC date - 19<sup>th</sup> Apr 2022

CDC 12<sup>th</sup> Aug 22

**Attended by –**

Anurag Priyadarshi

Daleram Gulia

Joydeep Phukan

Kaushik Saikia

Lucy Frazer

Mathew Sebastian

Rahul Nayak

Minakshi Sharma

Rajesh Bhuyan

Anandita Ray Mukherjee

Chapter-wise discussion and suggestions:

## 1. General Management

- I. Simplify the risk management in risk assessment and risk mitigation and the requirement of a dedicated resource to track that operation particularly.
- II. Making top management liable to the closer of any nonconformity raised in an internal audit.
- III. Management to provide necessary resources with a clear job description
- IV. To merge criteria 2,3 & 4
- V. Requirement of geolocation for the STGs under criteria 6 to make mandatory in STG compliance requirement
- VI. Data security system for electronic data management, to add in criteria 8
- VII. Organogram is needed to have more clarity in criteria 9
- VIII. Better to merge criteria 9 & 10

- IX. Reframe criteria 10 which may include the verified facility shall have a trustee officer and IA coordinator who will be responsible for all the trustee activity apart from his/her regular responsibility
- X. Under criteria 11 in grievance redressal, the word confidential is to be added so that the concerned person can raise their voice without fear. Also, in the route cause analysis, the corrective action of the grievance is to be recorded as a requirement.
- XI. The word complaint to be added in criteria 12
- XII. In data requirement, all kind of training data requirement is also to be added.

## 2. Soil

- I. Applicable elements of regenerative agriculture to be discussed with some sector experts, identify and consider them under criteria 1
- II. Criteria 2 to be considered under climate management
- III. Recommendation of fertilizer doses should not be only based on the soil test but also on other elements like micronutrients that are applicable in criteria 3
- IV. Requirements of the soil health test to be discussed with TRA scientists to have a better understanding, specifying them under 2-3 additional criteria and mapping the area for soil test in big gardens.
- V. Criteria 4 is more relevant to the STGs and to have some checks on the new plantation.
- VI. Adding climate-smart agriculture as a project.
- VII. Zero or minimum tillage
- VIII. Prune tea litters to be maintained soil health and improve soil fertility.

## 3. Water

- I. Water irrigation with methods to be added in criteria 1
- II. Water quality check
- III. Involve the community and have educational workshops, involving people (the users of up-stream and down-stream) and spreading awareness on the optimum water usage – as projects



# Trustea Sustainable Tea Foundation

## 8<sup>th</sup> Council Meeting- 1<sup>st</sup> December, 2022

### Agenda and Minutes

<b>Agenda</b>
<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Anti-trust statement</li> <li>• Council membership update</li> <li>• Approval of previous minutes</li> <li>• Agenda</li> <li>• AOB</li> </ul>
<ul style="list-style-type: none"> <li>• 7th Council meeting action points</li> <li>• Executive Summary and budget update</li> <li>• Annual Operating Plan 2022/2023</li> </ul>
<b>Program Updates:</b> <ul style="list-style-type: none"> <li>- Verification and Implementation update</li> <li>- Assurance system/ Code revision update and roll out plan</li> <li>- IT/ Traceability update</li> <li>- Communication update/ Seal on Pack</li> </ul>
Tracetea way forward
Audit committee formation
Closing remarks

**Chaired by:** Jagjeet Kandal– IDH – Protem Chairman

**Attendees:**

Member organisation	Representative
HUL	Daleram Gulia
TCPL	Ananth Rajagopalan
GTPP	Paras Desai
	Abhishek Kapoor
	Ketan Shah
AABLTMA	Gautam Beria
ETP	Ranjana Das
ITA	Sandeep Ghosh
TRA	Joydeep Phukan
UN Women	Manoj Kumar Das
	Paridhi Yadav
<i>Ex-officio</i> member	Rajesh Bhuyan

<i>trustea</i>	Anandita Ray Mukherjee
	Anika Kumari
	Debasish Dutta
	Siva Kumar
	Suman Sharma Jain

### Leave of absence

Member organisation	Representative
HUL	Mandeep Singh Tuli
ITA	Arijit Raha
TCPL	Puneet Das
UPASI	Prashant Bhansali
CISTA	Bijoy Gopal Chakraborty

## Draft Minutes

### Agenda item 1:

- **Anti-trust statement:** Jagjeet welcomed the participants and stated the Anti-trust statement.
- **Approval of previous minutes:** Minutes of the 7th council meeting was approved by the council.

### Agenda item 2:

- **Executive Summary and budget update:** Rajesh walked the council through the key highlights of the respective functions of *trustea* for the year 2022.

Sl. No.	Action Required	Action By
1	Create a detailed plan for on-boarding STGs in <i>trustea</i> program	<i>trustea</i>
2	<i>trustea</i> to provide quarterly update to the Council	<i>trustea</i>

- **2022 Annual Operating Plan (AOP) status update:** Rajesh provided an update on the status of AOP 2022.
- **Annual Operation Plan for 2023 and financial update:** Rajesh presented the draft AOP 2023 and updated the council on *trustea's* financials. Further, Rajesh presented the proposed budget for 2023, along with the audited balance sheet for the previous year.

Sl. No.	Action Required	Action By
1	Showcase <i>trustea's</i> USP (i.e. on-ground work and adoption of best practices by the verified entities) to the state Government/s, and explore opportunities to work with them	<i>trustea</i>



### Agenda item 3: Program Updates

- **Verification and Implementation update:** Suman shared the verification statistics (including region/ entity-wise volume break up), along with an update on the *trustea*'s as on 21<sup>st</sup> Nov'22 and the forecasted volume as on 31<sup>st</sup> Dec'22. Implementation updates were also provided, besides an analysis of the cost optimisation.

Sl. No.	Action Required	Action By
1	Add a column on 'tea produced in the state' (in the tracker 'Region wise breakup - <i>trustea</i> volume') towards estimating the percentage of tea verified by <i>trustea</i> in the respective state/s	<i>trustea</i>
2	<i>trustea</i> to share the potential reasons for entities exiting the program/ certification	<i>trustea</i>

- **IT/ Traceability update:** Debasish provided an update on the various IT initiatives i.e., Tracetea, STG Enumeration project, *trustea* Code Management System (*trustea* CMS), Animated Learning Series for STG, and Data Governance Policy. Further, he shared the strategy for the success of the various projects. He further shared the action plan for the year 2023.

Sl. No.	Action Required	Action By
1	Circulate the videos on STG e-learning to the stakeholders on quarterly basis	<i>trustea</i>
2	Explore developing animated video on the topic 'Food safety' towards better understanding of the significance of producing 'foreign matter free' tea	<i>trustea</i>

- **Assurance System update:** Anandita provided an update on the Assurance System Audit, as on 30<sup>th</sup> Nov'22.
- **ISEAL and Monitoring Evaluation and Learning (ME&L) update:** Anandita provided an update on ISEAL. She briefed the council on the tentative timelines given by ISEAL, after the preliminary discussion towards the final evaluation. She further updated the council on the ME&L plan and the activities planned for year 2023.
- **Code revision update:** Anandita provided an update on the Code revision (which is under development), along with the tentative timelines.
- **Communication and Seal on Pack update:** Anika provided an update on the awareness and communication activities that were undertaken towards enhancing the outreach of the *trustea* program during the year 2022. She shared the positive impact, along with the analytics of *trustea*'s social media channels. She apprised the council members that 1<sup>st</sup> cut video of the brand film has been

shared with trustea for review. She also shared that a user-friendly engaging website enabled with comprehensive details on seal on pack is ready to go live.

Sl. No.	Action Required	Action By
1	trustea to upload over the trustea website, the list of entities decertified list	<i>trustea</i>

- Anika provided an update on seal on pack initiatives. She apprised that all the planned activities (to be executed by *trustea*) are ready to be actioned and would need a go-ahead from the packers, as the communication activities (linked to seal on pack) need be in sync with the launch of seal on tea retail packets, by the packers.

Sl. No.	Action Required	Action By
1	Allow trustea logo over sample packets with the message alongside “Usage of logo is strictly not allowed on retail packets for sale”	<i>trustea</i>

#### Agenda Item 4: Tracetea way forward:

Sl. No.	Action Required	Action By
1	Plan separate meeting for discussing the way forward for Tracetea	<i>trustea</i>

**Agenda Item 5: Audit committee formation:** Rajesh requested the council members for submission of nominations for the ‘Audit and Finance Committee’.

- HUL and TRA agreed to nominate their representatives for the Finance Committee.

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

## Minutes of CDC 31.03.2023

Last CDC date - 12<sup>th</sup> Aug 22

### Participation

Category	Organization	Representative
Tea Buyers	HUL	Mr. Daleram Gulia
	GTTP	Mr. Abhishek Mitra
	TCPL	Mr. Gaurav Singh
Subject matter Expert		Dr. Anurag Priyadarshi
Civil Society Organizations	Women Safety Acceleration Fund (WSAF)	Ms. Manisha Majumdar
Research Institute	Tea Research Institute (TRA)	Mr. Joydeep Phukan
Trustea Secretariat		Director – Mr. Rajesh Bhuyan
		Sr. Mgr. System Assurance – Ms. Anandita Ray Mukherjee
Certification Body	TUV India	Mr. Rahul Nayak
	Indocert	Mr. Mathew Sebastian
Implementation Partner	AFPRO	Ms. Minakshi Sharma
Producing Organization representatives	STGSP	Mr. Jatin Bavishi
Other sustainability organizations which are relevant to the program	MSC	Lucy Frazer (Absent)

## Discussion Points (Green colour states the point is already considered)

### **Agrochemical –**

1. Inclusion of inventory about ITK practices
2. Predatory insects which can control pests should be considered somewhere in IPM – is included in IPM of the PPC

### **Biodiversity**

1. Protecting the elephant corridor included in biodiversity.
2. The width of the Buffer zone is to be confirmed – TRA to confirm
3. To add the year 2014 as a cut-of-date under the 10.2 requirement
4. The impact of biodiversity on people or communities as a project

### **Energy –**

1. The word non-fossil fuel is to be replaced by renewable energy
2. The definition of renewable energy is to be included in the glossary
3. Making energy audit a mandatory requirement for entry-level.
4. Inclusion of biochar making and usage in optional project

### **Extra:**

1. The inclusion of Gender-sensitive investments in the code is to look at
2. Climate management chapter is removed. The clauses are added under the respective chapters.

## **Tracking Information**

Approved previous minutes of last CDC - 12<sup>th</sup> Aug 22

Circulated on – 05 Apr 2023

## Minutes of CDC 11.04.2023

Last CDC date – 31<sup>st</sup> Mar 23

### Participation

Category	Organization	Representative
Tea Buyers	HUL	Mr. Daleram Gulia
	GTTP	Mr. Abhishek Mitra
	TCPL	Mr. Gaurav Singh
Subject matter Expert		Dr. Anurag Priyadarshi (absent)
Civil Society Organizations	Women Safety Acceleration Fund (WSAF)	Ms. Manisha Majumdar(absent)
Research Institute	Tea Research Institute (TRA)	Mr. Joydeep Phukan
		Mr. Kaushi Saikia
Trustea Secretariat		Director – Mr. Rajesh Bhuyan
		Sr. Mgr. System Assurance – Ms. Anandita Ray Mukherjee
Certification Body	TUV India	Mr. Rahul Nayak
	Indocert	Mr. Mathew Sebastian
Implementation Partner	AFPRO	Ms. Minakshi Sharma
Producing Organization representatives	STGSP	Mr. Jatin Bavishi
Other sustainability organizations which are relevant to the program	MSC	Lucy Frazer

## Discussion Points (Green colour states the point is already considered)

### **Food Safety –**

1. Inclusion of HACCP certification as a project. (HACCP model plan to be provided)
2. Inclusion of food safety training document with effective communication
3. Availability of adequate facility of Hand drying will be included in the code.
4. Making MRL testing mandatory from ZTCP as suggested
5. Confirm the mechanism to include MRL test reports in the system to confirm compliance.

### **Livelihood**

1. Make Criteria 12 mandatory from ZTCP as suggested.
2. Anonymous complaint to be considered for necessary actions in point number 15
3. IC composition will be discussed further to mitigate the challenges of forming the committee. – This will be part of the guidance document for the revised code.
4. Making point no 17 mandatory from ZTCP and adding an effective grievance mechanism word in the clause.
5. In point number 22, the water-related information on the statement “ Water points shall be provided at the rate of one for every four to five families subject to the conditions that in no case the remotest house served shall be beyond 100 yards.” will be confirmed based on the rules – Mr. Kaushik Saikia is responsible to share the reference from Assam rules of PLA. We have changed the statement to satisfy the requirement as follows “The number of water points provided per household and the distance of the water points should be adequate and as per legal provisions.”

### **Tracking Information**

Approved previous minutes of last CDC – 31<sup>st</sup> Mar 23

Circulated on – 13 Apr 2023





# ***trustea* Sustainable Tea Foundation**

## **9<sup>th</sup> Council Meeting- 4 July, 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> <ul style="list-style-type: none"> <li>- Approval on revised standard including transition plan</li> <li>- Public consultation feedback</li> <li>- Change proposed in audit protocol</li> </ul>
IT update
Women's safety way forward
Communication update & seal on pack
Closing remarks

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

#### **Attendees:**

<b>Constitution</b>	<b>Member organisation</b>	<b>Representative</b>
Tea Buyers and Packers	HUL	Daleram Gulia
		Mandeep Singh Tuli
Tea Buyers and Packers	TCPL	Puneet Das
Tea Buyers and Packers	GTPP	Paras Desai
		Abhishek Kapoor
		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	<i>tSTF</i>	Rajesh Bhuyan

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

Trsutea Sustainable Tea Foundation	
<i>trustea</i>	Anandita Ray Mukherjee
	Dipanjana Sarkar
	Debasish Dutta
	Siva Kumar
	Muktajyoti Barua
	Avimanyu Kundu

#### 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.

### Draft 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

Circulated on 10.07.2023

Doc ID – tSTF 09 CMM/Jul 2023