MINUTES CC8 – 4 February 2020
Webinar 4- 5.30 PM CET - Janet's Zoom
Note: **executive session added 5.30 PM – 6 PM CET**

Council members present:

1	Pierre Hupperts	Independent Chair, SLCP Council
2	Tamar Hoek	Solidaridad
3	Baptiste Carriere-Pradal	SAC (joined later)
4	Ninh Trinh	Target
5	Steve Harris	Expert
6	Nikhil Hirdaramani	Hirdaramani Group
7	Melina Tse	Esquel Enterprises Limited
8	Darren Chastain	Gap Inc.
9	Aleix Busquets Gonzalez	C&A
3	Anna Burger	Expert

Apologies

1	Abhishek Bansal	Arvind Limited
2	Darrell Doren	ELEVATE

SLCP Secretariat

1	Janet Mensink
2	Holly Menezes
3	Sharon Hesp
4	Adam Castle
5	Susanne Gebauer

Agenda item	Pre-reads	Ask to CC
1. Opening and Welcome	*N/A*	
2. Minutes CC7	2. Draft minutes CC7	• Approve/amend minutes
3. SLCP 2019 Operation and budget	3. FYI: 2019 Ops and Budget report (high level)	• Be informed on 2019 Operation achievements and budget close.
4. SLCP 2020 Operation	4.A FYI: CAF and VO update 4.B Roll-out update: Training partners 4.C Tech updates 4.D Partnerships: ILO-BW updates	• Be updated on progress CAF and VO and Technology • Be updated on plans for Facility Training Program 2020 • Amend/approve proposed set-up for facility trainings, including training levels (Introduction and Deep-dive), Training Partners, application criteria and process , quality management and fees. • Be updated on progressing dialogues with ILO-BW on 2020 collaboration
5. 2020 Budget	5. Budget update 2020	• Be aware of financial situation: opportunities and challenges
6. Governance: • Expert seat • Evaluations Chair, ED • Recruitment new Chair	6. Memo Governance updates CC8	• Approval from the Council to take proposed candidate expert seat Council on board • Approval from the Council of the revised profile for the chair • Suggestions for the recruitment process (volunteers for committee and input on steps to take and communication strategy)
7. SLCP Council meetings and outreach	N/A	*Council and other SLCP meetings 2020* • Be aware of 2020 meetings (should be in your e-calendars already). • Call out: SLCP stakeholder meeting 11 Feb Paris (@OECD Forum): Registration SLCP Paris Feb 2020 • Call out: SLCP General Assembly in Copenhagen: 26 May 2020: Sign up here
8. Executive session – Council only (outcomes evaluations Chair+ED, KPIs ED, Council self evaluation)		

Summary Key Decisions

- Minutes CC7 approved
- Approval proposal for set-up for facility trainings 2020, including training levels (Introduction and Deep-dive), Implementation by SLCP and Training Partners (Approved Training Bodies & Signatory Training Bodies) and related application criteria and process , quality management measures and fees (no charge for 2020).
- More details on progress ILO-BW collaboration 2020 and related budget need on agenda for CC9 March. Request ILO-BW to present during that Council meeting.
- Prioritize earmarked funding application 50% match funding public and 50% private sector
- Budget update on agenda for CC9/CC10
- Approval from the Council of the revised profile for the chair and update this in Governance Document
- Pro-actively communicate end of year transition Chair SLCP Council and announce recruitment process chair
- Start recruitment process new chair end February, by identification of candidates through our Signatory network.
- Appointed members recruitment committee, 4 council members across caucuses: manufacturers Civil Society, brands, independent. Secretariat to support by templates, logistics etc.

1. Opening and Welcome

- Opening by SLCP Council chair Pierre Hupperts
- Reminder on SLCP rules of engagement and anti-trust guidelines

2. Minutes CC7

- Minutes CC7 approved

3. SLCP 2019 Operation and budget (FYI)

Context
- Key figures 2019 operation and 2019 P&L (soft close) presented
- 2019 ended with a surplus of around 130K USD, which will be carried over to 2020

Decisions
- N/A

4. SLCP 2020 Operation
- **4.1 CAF and VO update**

Context
- Work on CAF 1.4 is ongoing. Secretariat shared that the "essential" CAF and general CAF work cannot be clearly separated and have to be done simultaneously to arrive at the 1.4 CAF that includes the "essential" component.
- Lots of work to be done, but happy to have ILO-BW as co-lead.
- Sumerra providing the proposal soon and aiming to have decision on VOO for 2020 or 2020-2021 by end of February.

Decisions
- N/A

- **4.2 Roll-out: Training**

Context
- From November 2019 – January 2020, six signatory audit firms (Verifier Bodies), a brand and ITC participated in the pilot. The VBs developed training materials for three training sessions:
    1) Introduction to SLCP
    2) Deep-dive into the Data Collection Tool
    3) Deep-dive into the SLCP IT System (Gateway and Accredited Hosts)
  Six pilot training sessions were conducted by the VBs in China: Dongguan (1), Shenzhen (2), Shanghai (3).
- Pilot objectives:
    o Assess interest of facilities in training and the kind of topics they would be interested in.
    o How to organize an SLCP facility training program with the limited resources (HR + budget) available.
    o How to ensure quality, i.e. via Approved Training Bodies, approved training materials, Terms of Use (ToU).
- Clear that there was lots of interest with trainings filling up within a matter of days. Different levels of understanding: need to clarify which type of training is for which group. Facilities eager to learn when understanding that this is required by brands. For set-up we looked at SAC FEM trainer program and ZDHC training academy and decided on set-up for SLCP facility training program that combines the need for scalability and quality of training.
- The SLCP facility training program will contain two type of trainings:

1) Introductory sessions
2) Deep-dives

- Modules that are being developed are:
  o Introduction to SLCP
  o Introduction to the SLCP process
  o Introduction to the Data Collection Tool
  o Deep-dive into the Data Collection Tool: filling in assessment questions
  o Deep-dive into the Data Collection Tool: common mistakes filling in assessment questions
  o Introduction to the SLCP IT System: getting to know the Gateway & AHs
  o Deep-dive into the SLCP IT System: navigating the Gateway & AHs

  Notes:
  o Trainings can "mix and match" modules to come to the appropriate training content.
  o Modules/slides can be added to personalize, but no changes can be made to set SLCP content. Attribution of content needs to happen accordingly. Form is free.
  o All modules will be developed in English and Simplified Chinese. Later in the year they will be available as well in other languages, i.e. Spanish, Turkish.

- To ensure consistency in content delivery and make sure training helps clarify the SLCP process (opposed to confusing facilities), we want to work with Approved Training Bodies (ATBs) for deep-diving content. For scalability purposes (to get the SLCP word out) we want to work with all signatories (not only ATBs) for introductory training sessions.

Discussion

- ATBs and Trainers associated to the ATBs will be prepared to deliver SLCP content consistently and therefore need to:
  o Meet SLCP criteria
  o Complete SLCP e-learning
  o Participate in a train-the-trainer session (in-person or virtual)
  o Positive evaluation of first training (optional – depending on opportunities)
  o Sign ToU
  o Attend (calibration) webinars in which learnings are discussed

  The application process will mainly take place online . Focus is on preparing ATBs, not on having a strict selection process. There will be no oversight activities in 2020.

- The training body is free to set their own price for the training, but SLCP to give a guideline. In 2020 SLCP will not charge training bodies for conducting SLCP trainings. In exchange, SLCP expects ATBs to contribute to improvement of training materials by providing feedback in bi-monthly (calibration) webinars. This set-up will likely change in the future, but is helpful now to promote scaling.

Decisions

- Approval proposal for set-up for facility trainings 2020, including training levels (Introduction and Deep-dive), Implementation by SLCP and Training Partners (Approved Training Bodies & Signatory Training Bodies) and related application criteria and process , quality management measures and fees (no charge for 2020).

- **4.3 Technology**

Context

- PwC Project: Future Proofing the SLCP Data Hosting and Sharing Eco System
  A project lead by the Data Hosting and Sharing TAC has been undertaken by PwC, where they review the SLCP technical eco-system and provide suggestions to make the whole system future proof. This will result in a workshop that will co-inside with the OECD meeting in Paris.

- Accredited Host Performance Evaluation Results
  The Data Hosting and Sharing TAC performed the first round of the AH performance evaluations. Inspectorio weren't evaluated this time round. The idea is for SLCP to gain an oversite of how well hosts are performing for their stakeholders and to take action if required. The initial results show that there are

no major issues but a common theme was that there was a lack of value added services on top of the SLCP dataset. This feedback was liaised with each host via a one-on-one call and the feedback was appreciated.

- Incident Outage Plan with ITC
  SLCP along with ITC have formalised the actions that should take place if there is an incident or outage with the Gateway. This plan includes timelines and appropriate communication channels which should be used when an issue happens. This will be shared with the hosts.
  Also, the outage plan covers non-ITC related services, for example domain name handling and what if Dropbox (our data storage solution) goes offline.

- Accredited Host Pricing Summary
  After recent feedback from several potential Passive Accredited Hosts. We noticed there was a theme that the hosts thought the 30K payment was very high, especially if the service provider is new to the Apparel and Footwear industry. We've decided to review the current setup and coordinate any potential changes via the TAC. Once this has been fully flushed out we will send this change for review to the Council.

Decisions
- N/A

- **4.4 ILO-BW Collaboration**

Context
- Much progress on the opportunity for 2020 strenghtenend collaboration SLCP and ILO-BW: co-lead tool review & pilot, adding 'lay-over' with national legislation and international labor standards (ILS) and support in roll-out in countries (including national stakeholder consultation).

Decisions
- More details on progress ILO-BW collaboration 2020 and related budget need on agenda for CC9 March. Request ILO-BW to present during that Council meeting.

5. 2020 Budget

Context
- There was a financial committee meeting 2 February
- Updated figures 2020 budget (after budget CC7) presented by the chair of the Financial Committee (see pre-read)

Decisions
- Prioritize earmarked funding application 50% match funding public and 50% private sector
- Budget update on agenda for CC9/CC10

6. Governance:
- **6.1 Expert seat**

Context
- Candidate Council member for independent expert seat brought forward by the Governance Committee: Dan Danielsen. See pre-read for selection process and CV.

Decisions
- Candidacy for Council expert seat Dan Danielsen approved
- Governance Committee to follow up with onboarding

- **6.2 Evaluations Chair, ED and Council**

Context
- Governance Committee has taken up a performance assessment with the ED. This included input from full Council (and others) in 360 degree feedback survey
- Governance Committee has taken up a performance assessment with the Chair. This included input from full Council through a survey
- Council did a self assessment (survey)
- Outcomes and next steps have been shared with the full council

Decisions
- N/A

- **6.3 Recruitment new Chair**

Context
- As announced in CC7, Pierre will step down by the end of 2020 and we would start recruitment of a new chair to allow for sufficient onboarding and hand-over time.

Decisions
- Approval from the Council of the revised profile for the chair and update this in Governance Document
- Pro-actively communicate end of year transition Chair SLCP Council and announce recruitment process chair
- Start recruitment process new chair end February, by identification of candidates through our Signatory network.
- Appointed members recruitment committee, 4 council members across caucuses: manufacturers, Civil Society, brands, independent. Secretariat to support by templates, logistics etc.

7. SLCP Council meetings and outreach

Context
- Call out for next council meetings March and April and upcoming SLCP meetings Paris (11 February) and Copenhagen-General Assembly (26 May)

Decisions
- N/A