

FNET's Developing Common Due Diligence Tools Working Group

Minutes of the meeting

28th Sept 2023, 09.00 – 10.30 – Virtual / Zoom Meeting

1. Attendees:

Name - Business	Name - Business
<ol style="list-style-type: none"> 1. Alison Walker - Fullers Foods 2. Victoria Brown - Westbridge Foods 3. Catherine Russell - Angus Soft Fruits 4. David Alder - MWW 5. Harriet Cole - Berry world 6. Gabriella Partner - Fullers Foods 7. Helen Smith - The Compleat Food Group 8. Caoimhe Buckley – Fyffes 9. Susan Sellar – DPS 10. Naomi Kirkwood - Samworth Brothers 	<ol style="list-style-type: none"> 11. Fiona McKerrow – Dole UK 12. Catherine Russel - Angus Soft Fruits 13. Rick Fletcher – Greencore 14. Megan Bailey – AMFRESH 15. Jacqui Holden – Gressingham Foods 16. Luke Read – Noble Foods 17. Lizzy Nuttall – Driscoll’s UK 18. Louise Nicholls – FNET 19. Linda Beresford – FNET
<p style="text-align: center;">Apologies</p> <ol style="list-style-type: none"> 2. Mel Miles – Greencore 3. Sara Gil Bishop – Berry Gardens/Driscoll’s 	<ol style="list-style-type: none"> 4. Aisha Aswani – Co-op 5. Georgia Worrall – Co-op 6. Robin Trenbath – Co-op
<p>External speaker – N/A</p> <p>Special Thanks – To Naomi and Rick in sharing the feedback from the pilot and review with the team</p>	

Meeting recording link: 20 Sept 2023 recording (available for a limited time of 2 months)

DCDDT 20 Sept [Meeting Recording](#) Passcode: 20bATT* @ [Agenda slide deck here](#).

2. FNET HRDD Tool

Expectations of the Meeting

- That the team agree a way forward with the tool after considering the feedback received and discussed
- That we have a plan for activity for Q3 and Q4 for this working group.
- Everyone to participate and contribute to the discussions.

Recap

- Mitigation Guidance developed in Q1 is live and available to all members on the FNET website.
- The HRDD tool was developed after considering many other tools and the FNET format was the preferred option with some modifications.
- Draft document issued for WG members to review and feedback.
- Current format is WORD, but this can be adopted to both Excel and Word
- This is a resource for business to use flexibly, some examples are: -
 - o Self-Assessment,
 - o Use for suppliers all or targeted depending on business needs,
 - o FNET Enhanced service for members to use the document to develop actions plans for members supported by FNET technical team.

Feedback

- Members plan to use as an assessment tool whilst on site visits, others plan to use for self-assessment of suppliers where there is a better understanding of the. Several members reacted well to the “Suggested Improvement actions to advance”.
- Comparisons with the Stronger Together Progress reporting tool were made with concern that this could lead to duplication of the work. Users of both tools highlighted that the FNET tool is less onerous to use and more likely to be adopted.
- Discussions on format and language were shared with preference for Excel versus Word to allow for scoring of suppliers. Translations were requested in non-English speaking sourcing countries. The team agreed that translations would follow when the tool is in its final approved version, but this was a good suggestion.
- Discussions regarding how many suppliers would be assessed through the tool and it was concluded that this depended on the number of suppliers and how each business would use the tool; some targeting high risk suppliers identified from the risk assessment or strategically important suppliers where there is a regular scorecard review in place. It is up to each business to use the tool effectively to monitor progress in their suppliers.
- **ACTION:** Specific modifications or additions requested: -
 1. Add an Introduction and guidance section at the front page to explain clearly what the HRDD tool is for and why it is to be used. Need to explain to the supplier that is at foundation stage or below is not an issue if they are at the start of their HRDD journey, as this is used to drive and encourage progress - **LN**
 2. Add a glossary of the definitions and anachronisms used in the tool. -**LN**
 3. Agreed to remove any reference to DRAFT when we finalised the changes and move to Version 1 -**LN**
 4. Agree a review date to receive members feedback after its use. Suggestions were 6 or 9months for final editing then launch with translations into other languages – **LB/DA**
 5. Seek retailer support for the FNET tool to avoid duplication. - **LB**



Fig 1 - The FNET Human Rights Due Diligence Tool Implementation

- Further suggestions to assist with adoption and implementation include a training session for FNET members from other working groups and a training session for suppliers who are less mature in their knowledge.

3. Working group objectives and workplan

- At the previous meeting held on 11th July members had identified Supply Chain Mapping & Risk Prioritisation as an area of focus for this group to work on in Q3. Discussion about whether this crossed over with other groups working on risk concluded that this is the group for the development of tools, and guidance in this area and for them to be shared with the membership.
- Additionally, the 2023/24 workplan had identified a need to develop guidance on how to engage complex supply chains where there is low leverage.
- There was support for both elements and the team agreed the best way forward was to undertake a doodle poll of the WG members (those present and those unable to attend the call today) to understand the priorities of the group for the next meeting.
- Depending on the topics chosen we could engage expert speakers and relook at previous case studies where challenging supply chains have been addressed such as Spice project.
- The group agreed another meeting before mid-November should be face to face to better execute the WG plan. Dates to be polled to find most suitable.
- **Action**
 1. Send a doodle poll to WG members to confirm the priorities of the group with the following suggestions- **LB**.
 - Understand best practice for supply Chain mapping & risk prioritisation and develop guidance.
 - To develop guidance for smallholders for basic due diligence
 - To develop guidance on how to engage complex parts of the supply chain where there is low leverage.
 - To identify cost effective enhanced due diligence options to address salient issues and identify how members can collaborate to implement these.
 - With the emergence of risks associated with government backed forced labour, developing a guidance for Responsible exit would sit in this group.
 2. Send a doodle poll for date of the next meeting -**LB**.
 3. Location in Leicester suggested by NK was approved by the team as central and good rail access for all members. Confirmation of the available dates and capacity to be shared- **NK**

7. Actions / next steps:

	Action / Next step	Who
1	Amend the latest version of FNET HRDD tool with the builds from today's feedback including Guidance and Glossary	Louise N
2	Agree the preferred review date following launch for final changes and translations to other languages	David A
3	Seek retailer support for the FNET tool to avoid duplication	Linda B.
4	Circulate a doodle poll for priorities of topics at the next meeting	Linda B
5	Circulate doodle poll for dates of next meeting, which was agreed to be IN PERSON before mid-November	Linda B
6	Confirm the dates of the room availability in Leicester and any capacity constraints	Naomi K

- End -