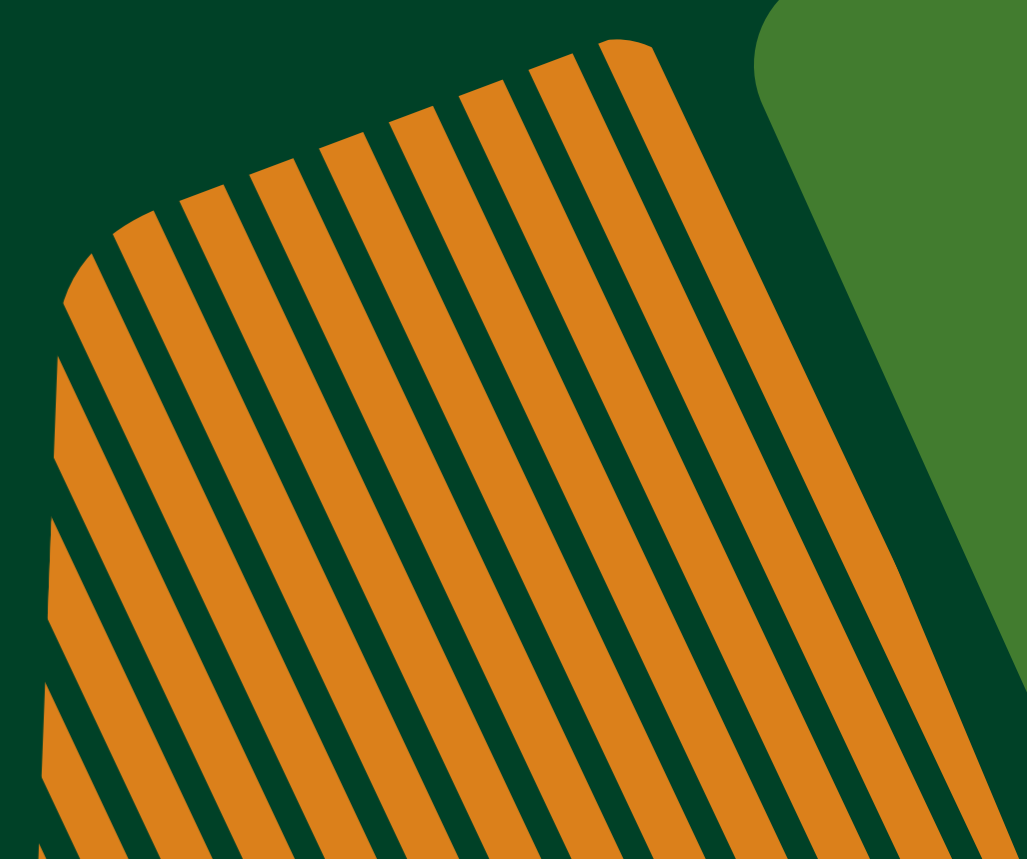


GA 20 RESOLUTION FORUM

| GUIDE AND TERMS OF USE



RECEIVING FORUM LOGIN DETAILS

After registering for GA20 on <https://ga.rspo.org/> and confirming your registration via email, you will receive your Forum username and password via email from **RSPO Secretariat** <ga@rspo.org>

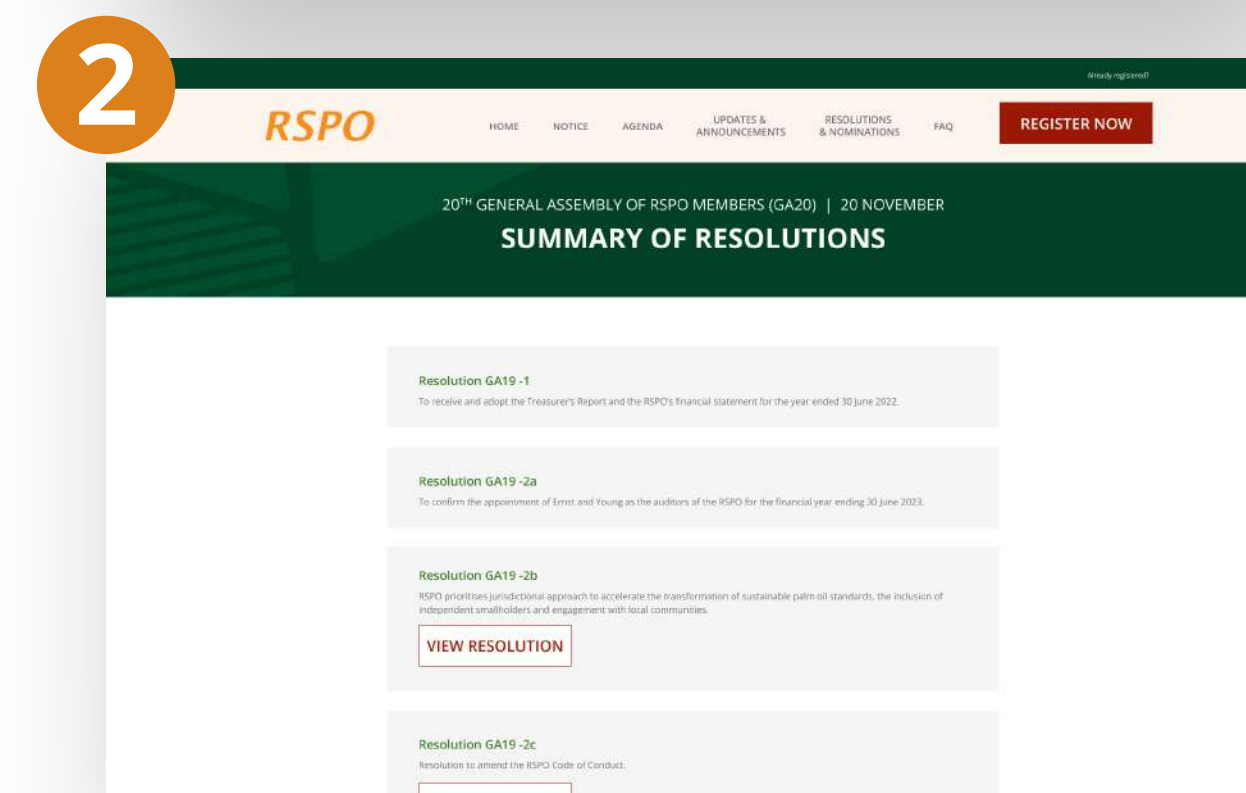
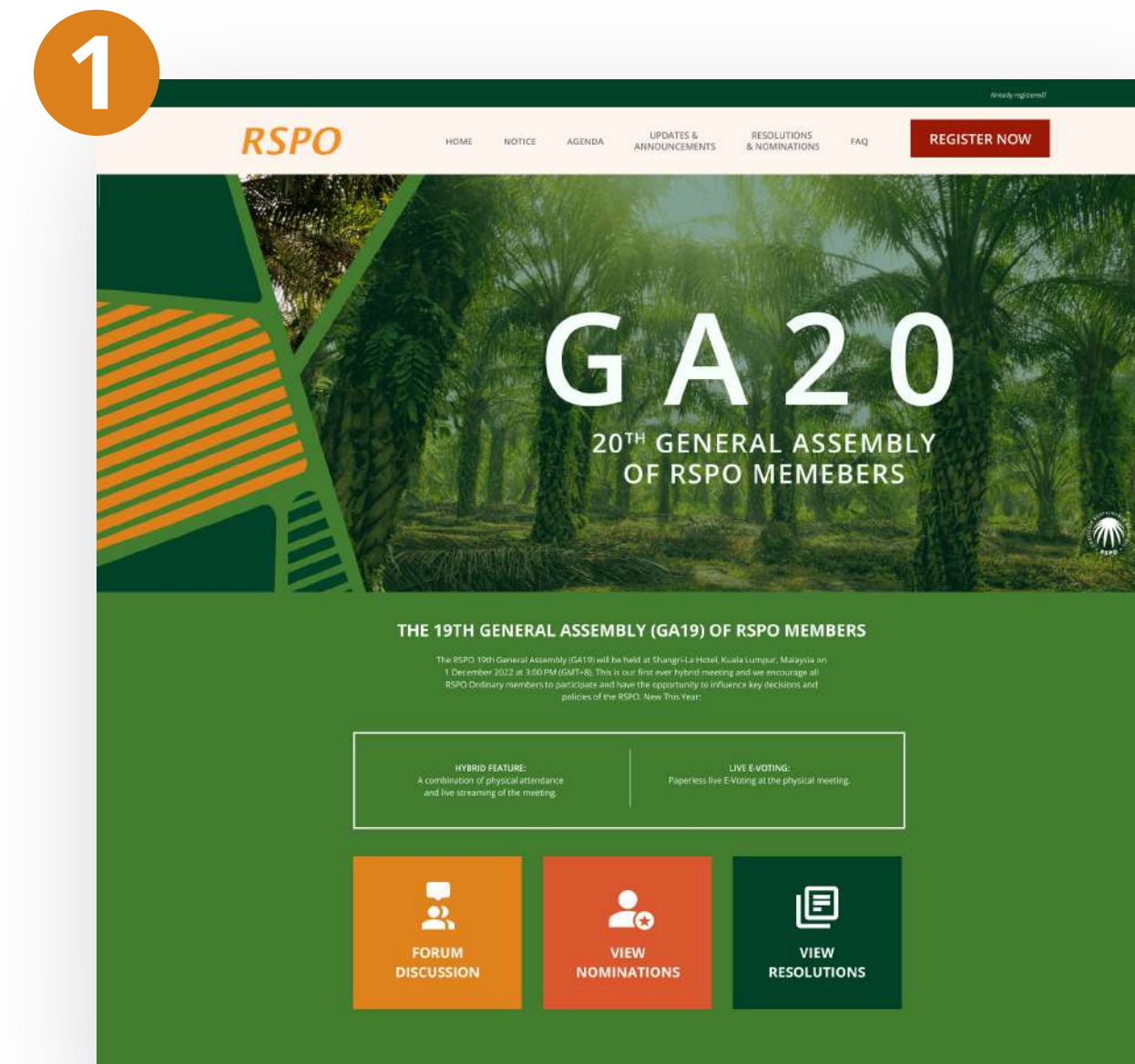
[Questions? Email ga@rspo.org](mailto:ga@rspo.org)



LOGGING INTO FORUM

You can enter the Forum on:

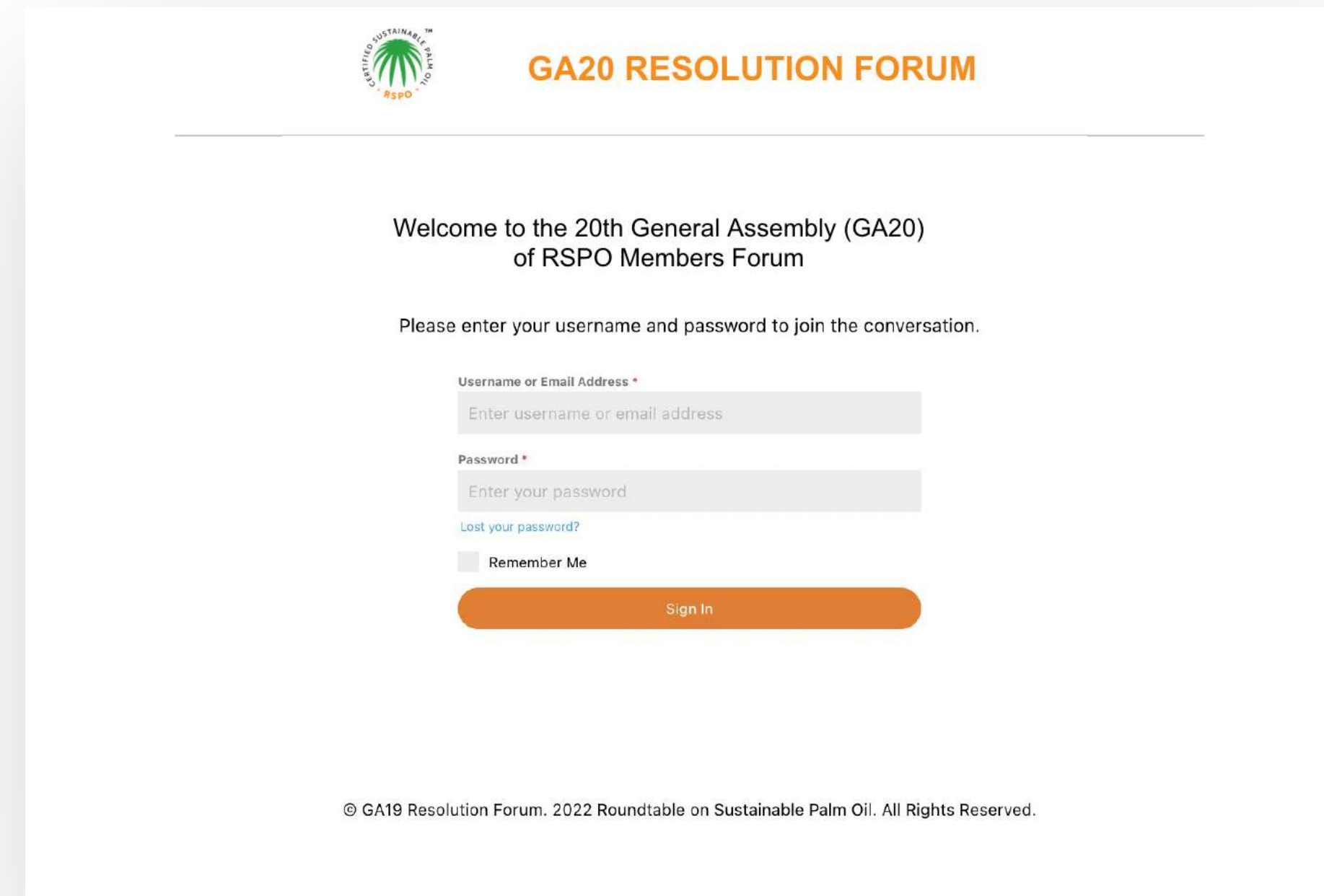
- 1 GA20 Website homepage: <https://ga.rspo.org/>
- 2 Resolution landing page: <https://ga.rspo.org/resolutions/>
- 3 Individual Resolution pages



LOGGING INTO FORUM

Any way you choose, enter your username and password from the email at:

<https://forum.rspo.org/ga/>



The screenshot shows the login interface for the GA20 Resolution Forum. At the top left is the Rspo logo, and to its right is the text "GA20 RESOLUTION FORUM". Below this is a horizontal line. The main content area contains the following text: "Welcome to the 20th General Assembly (GA20) of Rspo Members Forum". Below this is the instruction "Please enter your username and password to join the conversation." The login form consists of two input fields: "Username or Email Address *" with the placeholder "Enter username or email address", and "Password *" with the placeholder "Enter your password". Below the password field is a blue link "Lost your password?". There is a checkbox labeled "Remember Me". At the bottom of the form is an orange "Sign In" button. At the very bottom of the page, there is a copyright notice: "© GA19 Resolution Forum. 2022 Roundtable on Sustainable Palm Oil. All Rights Reserved."

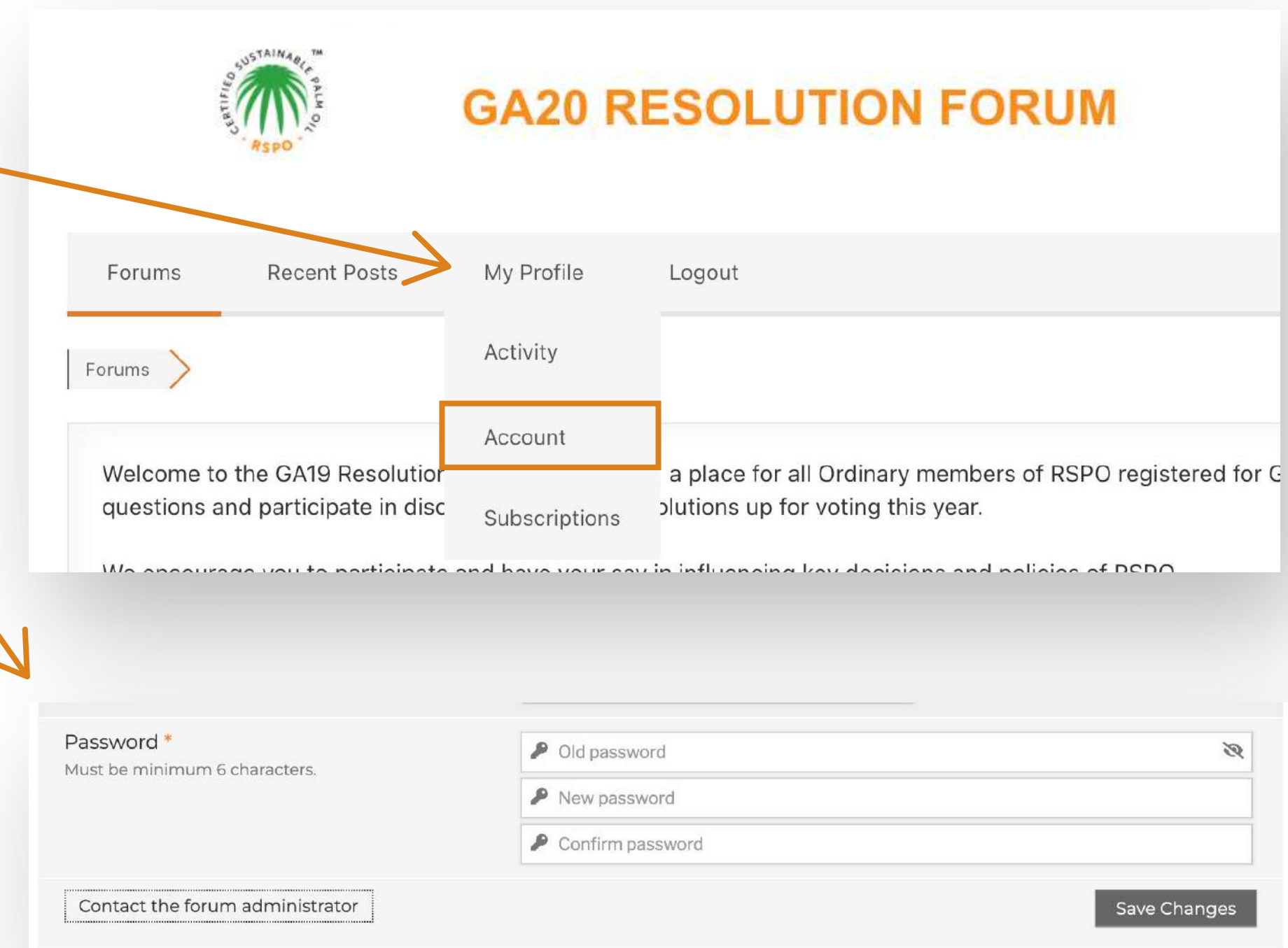


TO CHANGE PASSWORD

If you wish to change your password once logged in, go to My Profile in navigation and click Account

Scroll to bottom and change password there

If you forgot your password, please click “Lost password?” to reset it



The screenshot displays the GA20 Resolution Forum user interface. At the top left is the RSPO logo with the text 'CERTIFIED SUSTAINABLE PALM OIL'. The main header reads 'GA20 RESOLUTION FORUM'. Below this is a navigation bar with 'Forums', 'Recent Posts', 'My Profile', and 'Logout'. The 'My Profile' dropdown menu is open, showing 'Activity', 'Account' (highlighted with an orange box), and 'Subscriptions'. Below the navigation is a welcome message: 'Welcome to the GA19 Resolution questions and participate in disc... a place for all Ordinary members of RSPO registered for G... olutions up for voting this year. We encourage you to participate and have your say in influencing key decisions and policies of RSPO.' The bottom section contains a 'Password' form with the following fields: 'Old password', 'New password', and 'Confirm password'. A 'Save Changes' button is located at the bottom right of the form. A 'Contact the forum administrator' button is also visible at the bottom left of the form area.

ACCESSING RESOLUTIONS

After logging in, you can access the Resolution you wish to discuss on the first page under the welcome message

Under each Resolution there will be Topics created (not shown on screenshot) to discuss different aspects of the Resolution. We encourage you to post in one or all discussions

If you access Forum from individual Resolution page, you will be taken directly to that Resolution discussion



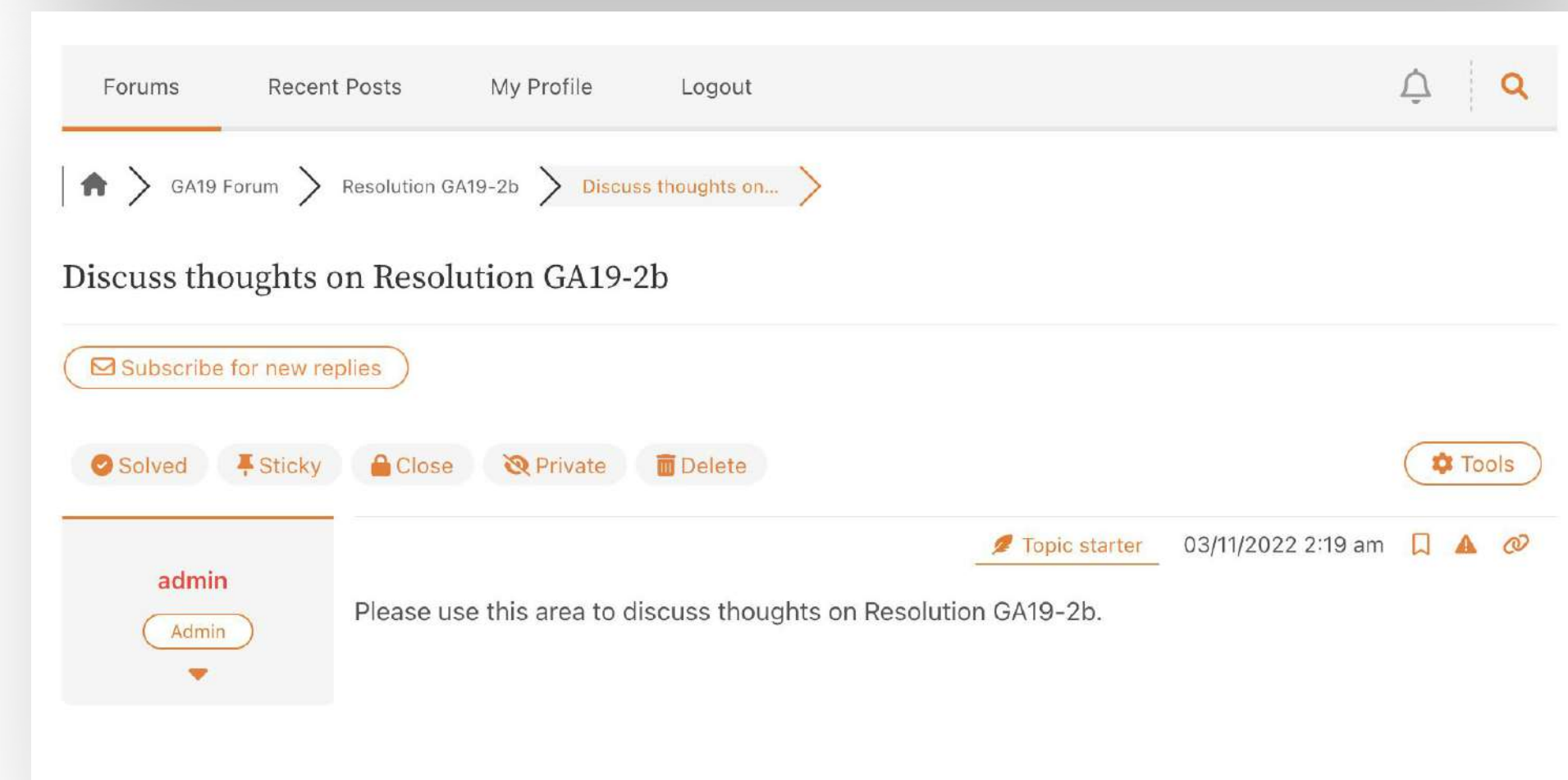
The screenshot displays the 'GA19 Forum' interface. At the top, there are columns for 'Posts' and 'Topics'. The first section is for 'Resolution GA19-2b', which has 2 posts and 2 topics. The resolution text reads: 'RSPO prioritises jurisdictional approach to accelerate the transformation of sustainable palm oil standards, the inclusion of independent smallholders and engagement with local communities.' Below this, there are two topics: 'Resolution GA19-2b: View full Resolution' (posted by admin 6 mins ago) and 'Discuss thoughts on Resolution GA19-2b' (posted by admin 15 mins ago). The second section is for 'Resolution GA19-2c', which has 1 post and 1 topic. The resolution text reads: 'Resolution to amend the RSPO Code of Conduct.' Below this, there is one topic: 'Discuss thoughts on Resolution GA19-2c' (posted by admin 2 mins ago).

**Some screenshots from the GA19 Forum have been used.*

TOPICS

You can subscribe to Topics and/or replies to receive notifications whenever a new Topic/reply is published. You can unsubscribe anytime via email received

Questions? Email ga@rspo.org

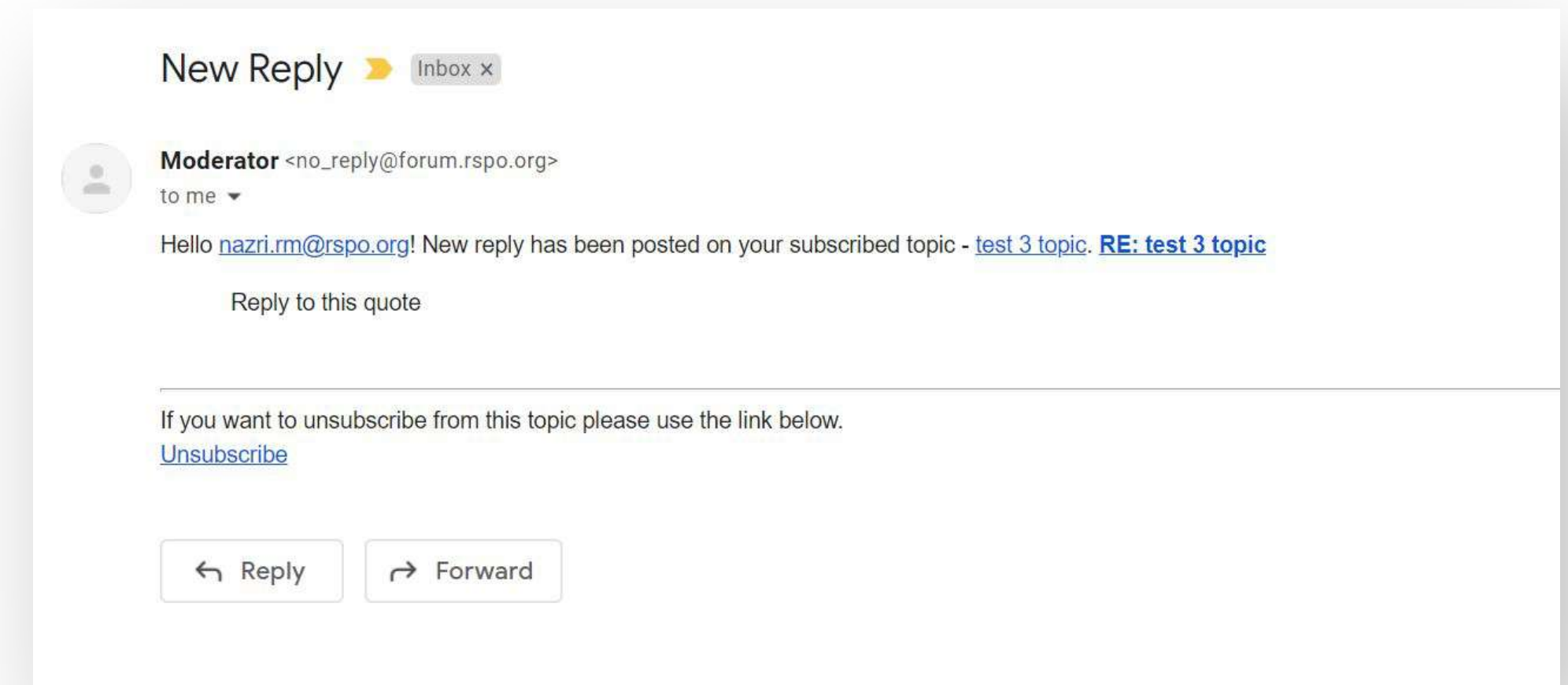


**Some screenshots from the GA19 Forum have been used.*



SAMPLE EMAIL: SUBSCRIBED TO NOTIFICATIONS

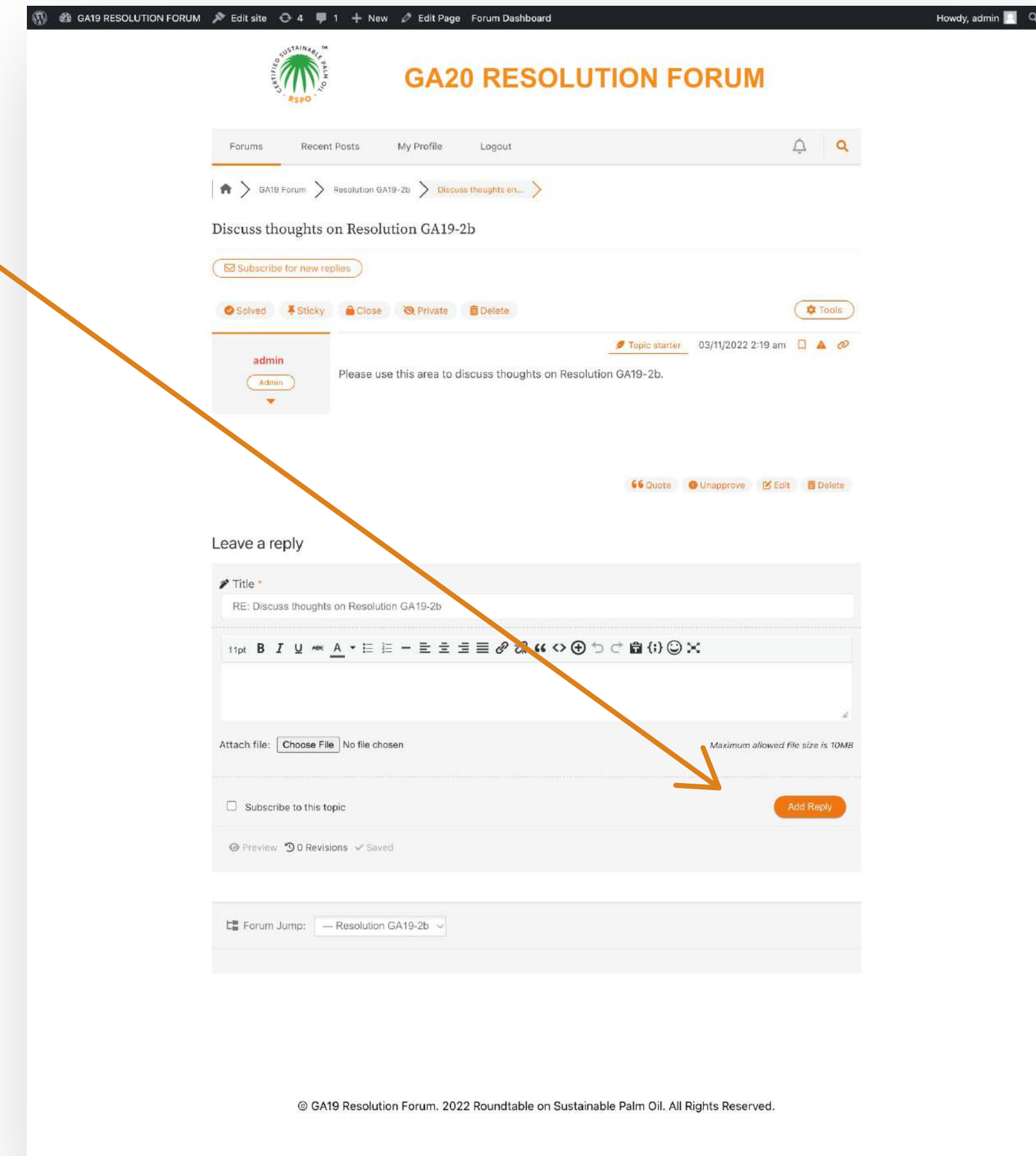
Sample email notification from the subscribing.
If you didn't receive the email, please check your spam folder and allow incoming emails from no_reply@forum.rspo.org



HOW TO POST A COMMENT

To post a comment in a discussion, please type your comment in the “Leave a reply” text box and click the “Add Reply” button to publish

Your reply will be visible for all GA20 registrants, so please be constructive, respectful and follow our Terms of Use (see last slide)



**Some screenshots from the GA19 Forum have been used.*



HOW TO REPLY TO COMMENTS

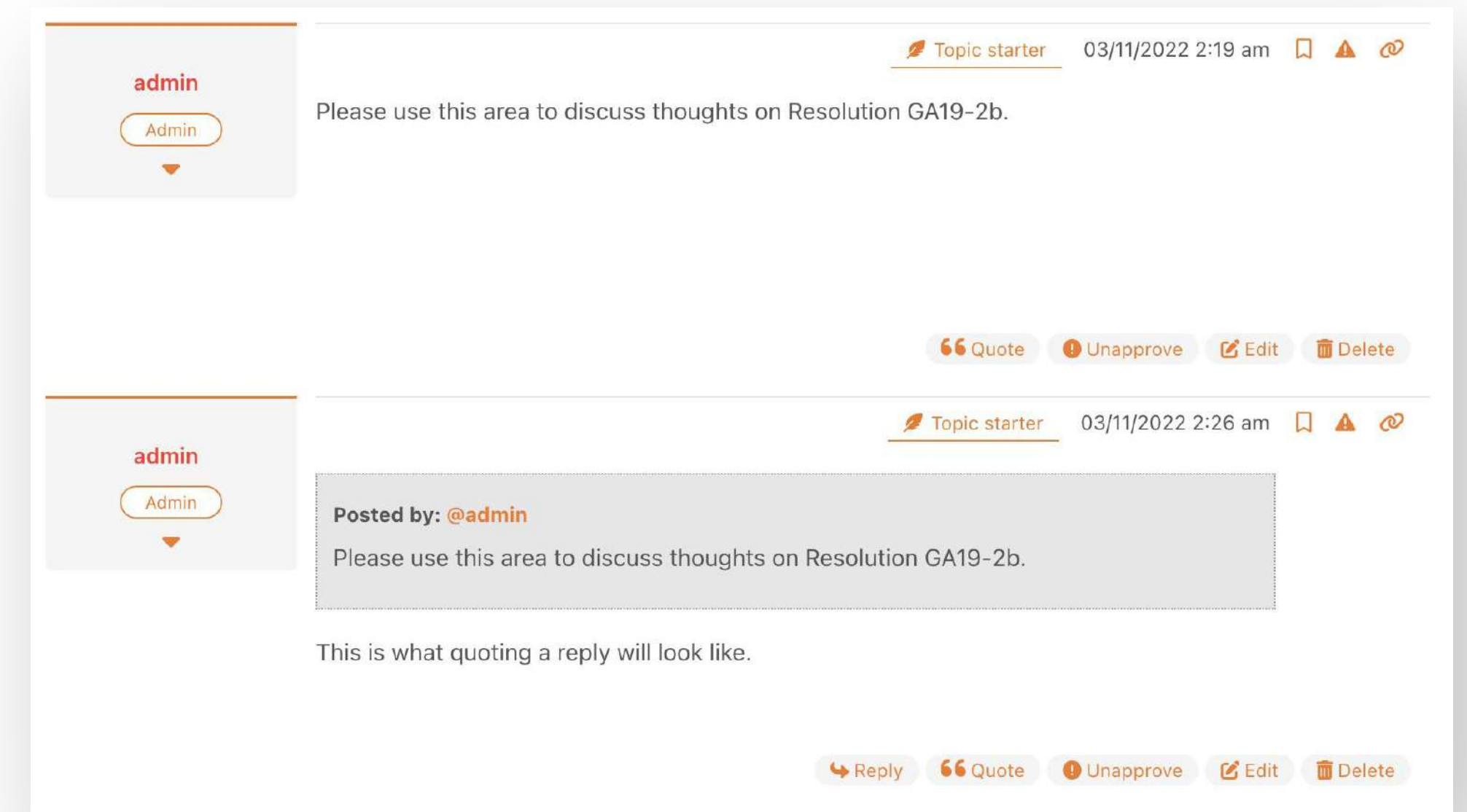
To reply to a specific comment, click “quote” button on that comment

Your reply will then be posted to that comment and look like this

You can make edits to your reply after it has been published by clicking “edit”

You will not be able to delete your post after it is published

Questions? Email ga@rspo.org



**Some screenshots from the GA19 Forum have been used.*



FORUM TERMS OF USE

The Forum will be moderated by RSPO Secretariat and Resolution proponents. Moderators reserve the right to light editing of some posts through complete removal of topics and deactivation of accounts if content is not related to Resolution.

All views and opinions expressed by participants in the Forum are not that of the RSPO, nor is the RSPO liable for any content or images posted by participants.

Please do not:

- Include content not related to Resolution
- Promote your business or other causes
- Post in all caps
- Post email addresses, ask others to post their email or solicit contacting people off forum
- Post, offer, or ask for login information
- Post another person's private information (job, gender, living situation, location, etc.)
- Harass or abuse people within or outside the Forum
- Abuse the 'Report this topic' option
- Post spam and affiliate links or offensive posts
- Abuse the @<name> mentions; they are not a tool to get faster responses
- All errors or omissions are not
- Disregard/ignore direct communication from forum moderators
- Threaten lawsuits or any other legal action on the Forum

Please note that this list is not exhaustive. Every post is judged on its own merits. **Questions? Email ga@rspo.org**

