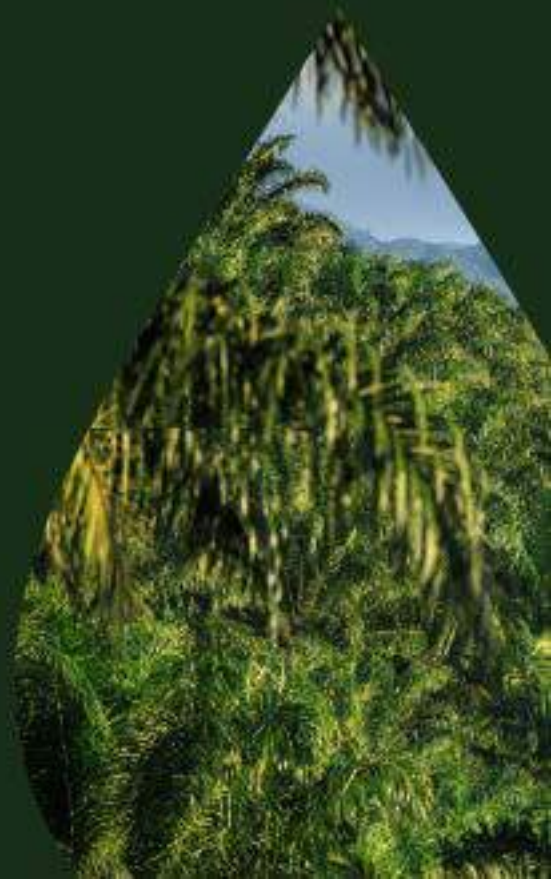




# GA21 RESOLUTION FORUM

TERMS OF USE



# RECEIVING FORUM LOGIN DETAILS



After registering for GA21 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](mailto:ga@rspo.org)>**

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

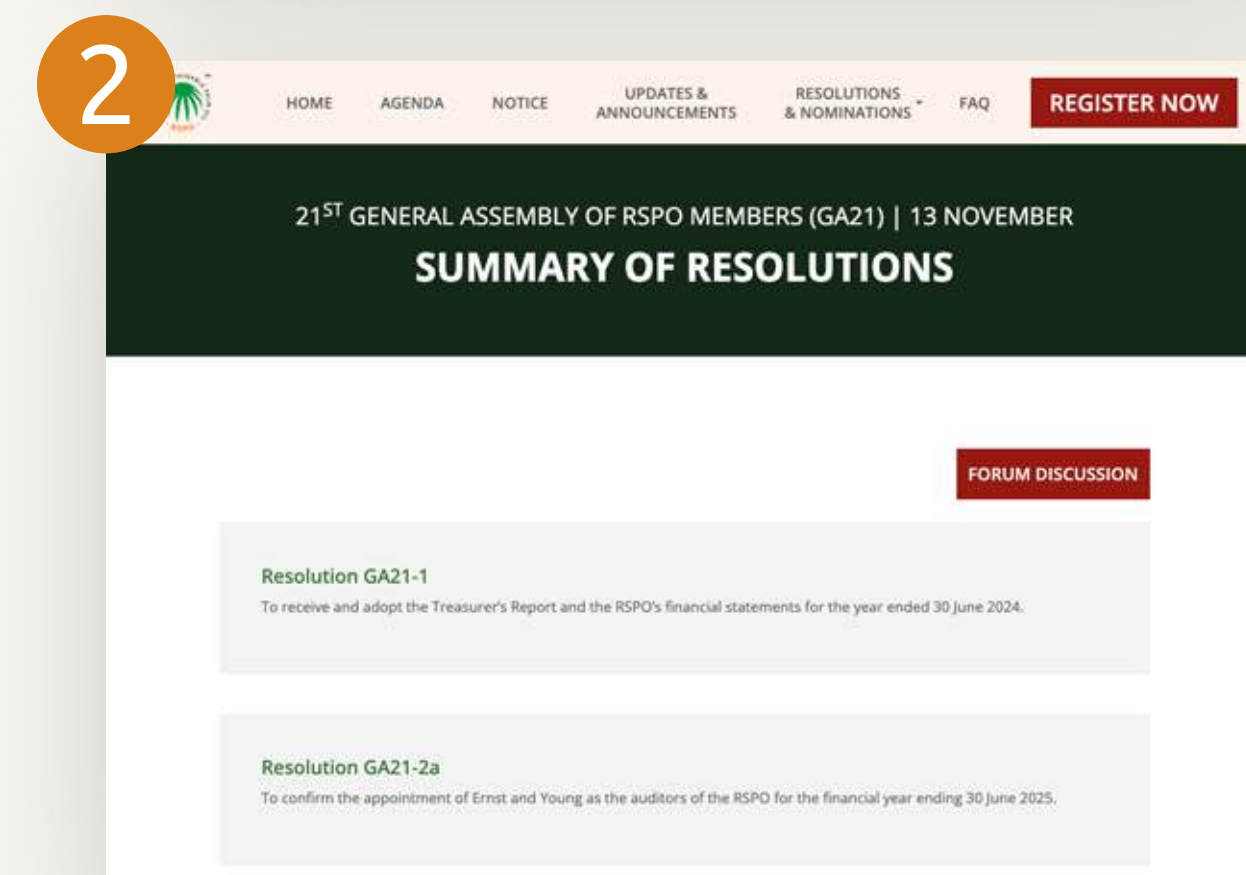


# LOGGING INTO THE FORUM



You can enter the Forum starting **21 October 2024**:

- 1 GA21 Website homepage: <https://ga.rspo.org/>
- 2 Resolution landing page: <https://ga.rspo.org/resolutions/>
- 3 Individual Resolution pages





# LOGGING INTO THE FORUM



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

You may also find the login link from the E-Voting confirmation email with your login credentials.

The screenshot shows the login interface for the GA21 Resolution Forum. At the top left is the RSPO logo, and to its right is the title "GA21 RESOLUTION FORUM". Below this is a horizontal line. The main content area contains the following text: "Welcome to the 21st General Assembly (GA21) of RSPO Members Forum". Below that is the instruction "Please enter your username and password to join the conversation." The login form includes 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 link "Lost your password?". There is a "Remember Me" checkbox and a "Sign In" button. At the 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 GA21 Resolution Forum user interface. At the top left is the Rspo logo with the text 'CERTIFIED SUSTAINABLE PALM OIL'. The main header reads 'GA21 RESOLUTION FORUM'. A navigation bar includes 'Forums', 'Recent Posts', 'My Profile', and 'Logout'. A dropdown menu under 'My Profile' is open, showing 'Activity' and 'Account' (highlighted with an orange box). Below the menu, a welcome message for GA19 Resolution is visible. The bottom section shows a 'Password' form with the instruction 'Must be minimum 6 characters.' and three input fields: 'Old password', 'New password', and 'Confirm password'. A 'Save Changes' button is at the bottom right, and a 'Contact the forum administrator' button is at the bottom left.



# 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 'RSPo GA21 Resolution Forum' interface. At the top right, there is a notification for 'Unread Posts'. Below this, a header for 'GA21 Forum' includes 'Posts' and 'Topics' tabs. The main content area lists three resolutions, each with a 'View Resolution here' link and a 'Recent Topics' link. The first resolution, 'Resolution GA21-2b', has 1 post and 1 topic. The second, 'Resolution GA21-2c', has 0 posts and 0 topics. The third, 'Resolution GA21-2d', also has 0 posts and 0 topics. A post by 'admin' from 7 hours ago is visible under the first resolution.

Resolution Title	Posts	Topics
Resolution GA21-2b Adoption of the Revised 2024 RSPo Principles And Criteria and 2024 RSPo Independent Smallholder (ISH) Standard for the Production of Sustainable Palm Oil and Palm Oil Products.	1	1
Resolution GA21-2c Resolution to Amend the RSPo Statutes and the Code of Conduct for Members to include Jurisdictional Member as a new Membership Category.	0	0
Resolution GA21-2d Empowering Medium-Sized Growers and Smallholders through Market Mechanisms.	0	0



# TOPICS



Under your Resolution, you will have the opportunity to engage in discussions (called Topics) around different aspects of your Resolution

You can either subscribe to the existing Topics or create new Topics.

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

Resolutions for Voting		Topics	Posts
Resolution GA21-2d: Empowering Medium-Sized Growers and Smallholders through Market Mechanisms.	3	22	
<a href="#">Recent Topics</a> ^			
Test Topic 1	45 mins ago	By MarisaFin...	
Topic 100	37 mins ago	By CYL	
Resolution to seek fair wage pay	14 hours ago	By RM Nazri	





# HOW TO ADD A NEW TOPIC



Click “**Add topic**” in the upper right-hand side of your Resolution Forum to create a new topic

A topic is a discussion title relevant to the GA21 Resolution submission. These topics will be shown publicly and can be responded by the contributors through replies.





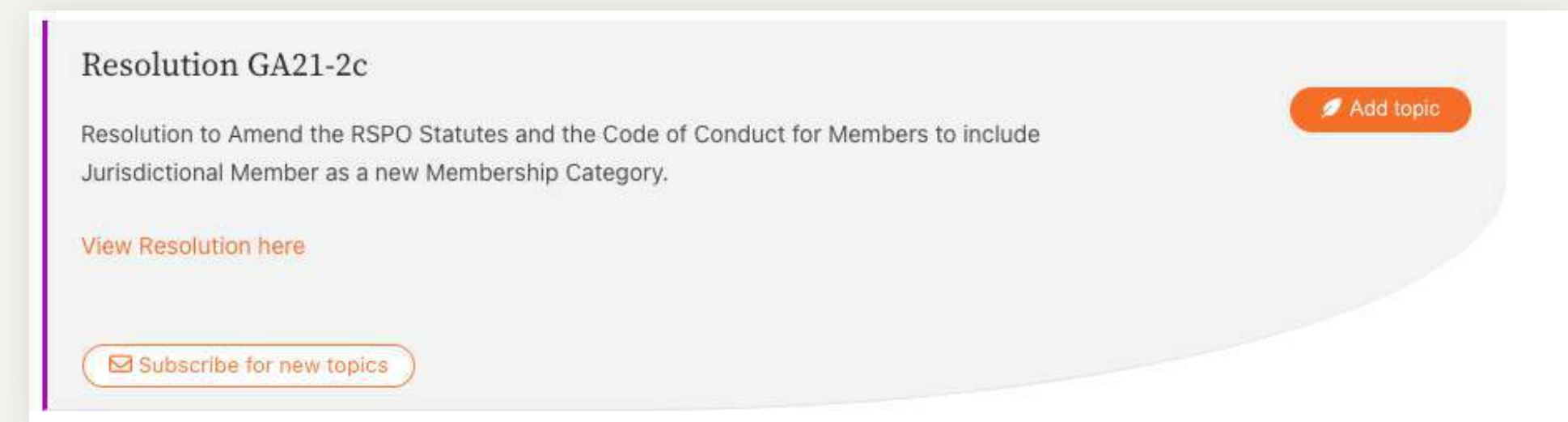
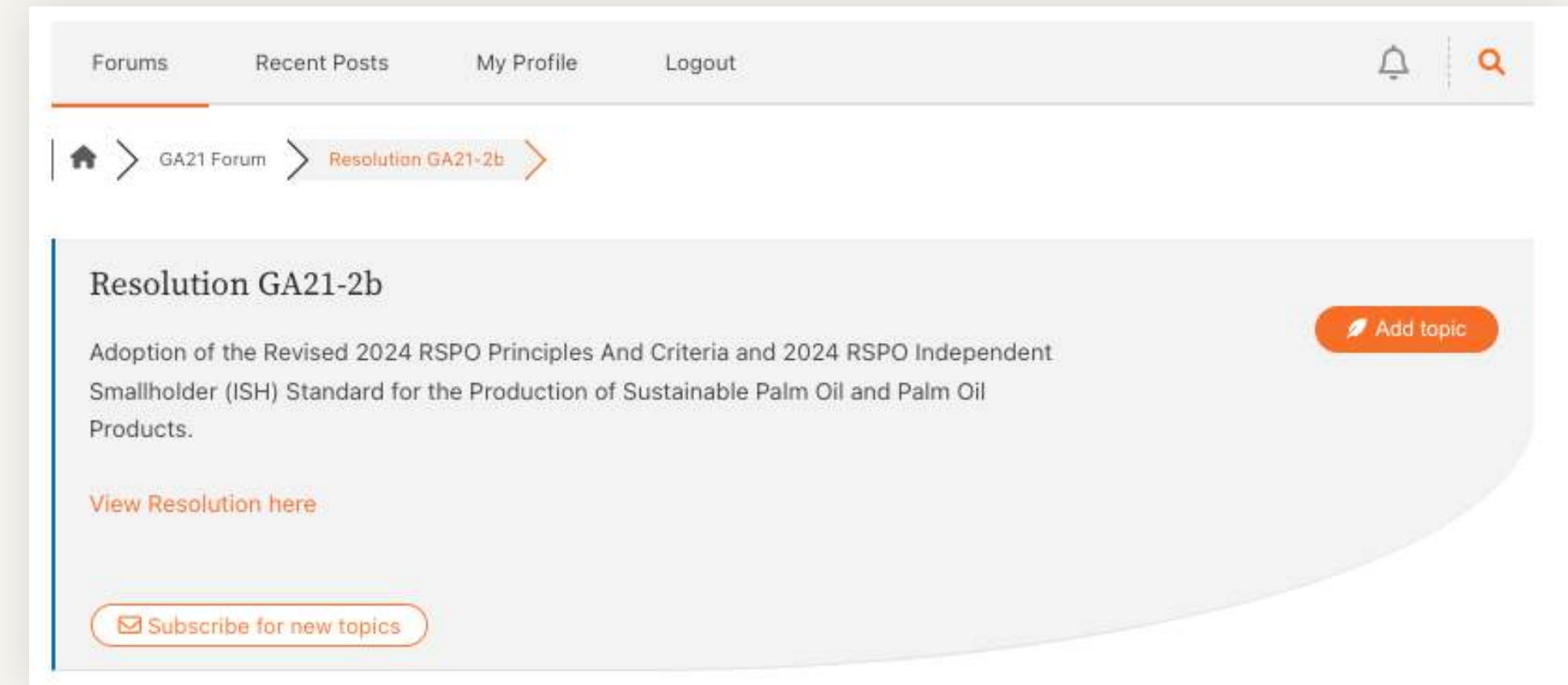


# HOW TO SUBSCRIBE TO A TOPIC



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](mailto:ga@rspo.org)**



# 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](mailto:no_reply@forum.rspo.org)**

Hello

Thank you for subscribing.

This is an automated response.

We are glad to inform you that after confirmation you will get updates from - **Resolution GA21-2b**.

Please click on link below to complete this step.

[Confirm my subscription](#)





# 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

The comment you post will not be published instantly. It will be published once it is approved by the Moderator.

Your reply will be visible for all GA21 registrants, so please be constructive, respectful and follow our Terms of Use (see last slide)

The screenshot displays the GA21 Resolution Forum interface. At the top, there is a navigation bar with 'Forums', 'Recent Posts', 'My Profile', and 'Logout'. Below this, a breadcrumb trail shows 'GA21 Forum > Resolution GA21-2b > Resolution GA21-2b'. The main content area is titled 'Resolution GA21-2b' and includes a 'Subscribe for new replies' button, a 'Tools' menu with options like 'Solved', 'Pinned', 'Close', 'Private', and 'Delete', and a 'Topic starter' section showing 'admin' as the starter on '10/10/2024 3:30 am'. Below this, there is a 'Leave a reply' section with a 'Title' field containing 'RE: Resolution GA21-2b', a rich text editor with a toolbar, an 'Attach file' section, and an 'Add Reply' button. A dotted line connects the 'Add Reply' button in the screenshot to the text in the first paragraph.



# HOW TO REPLY TO COMMENTS



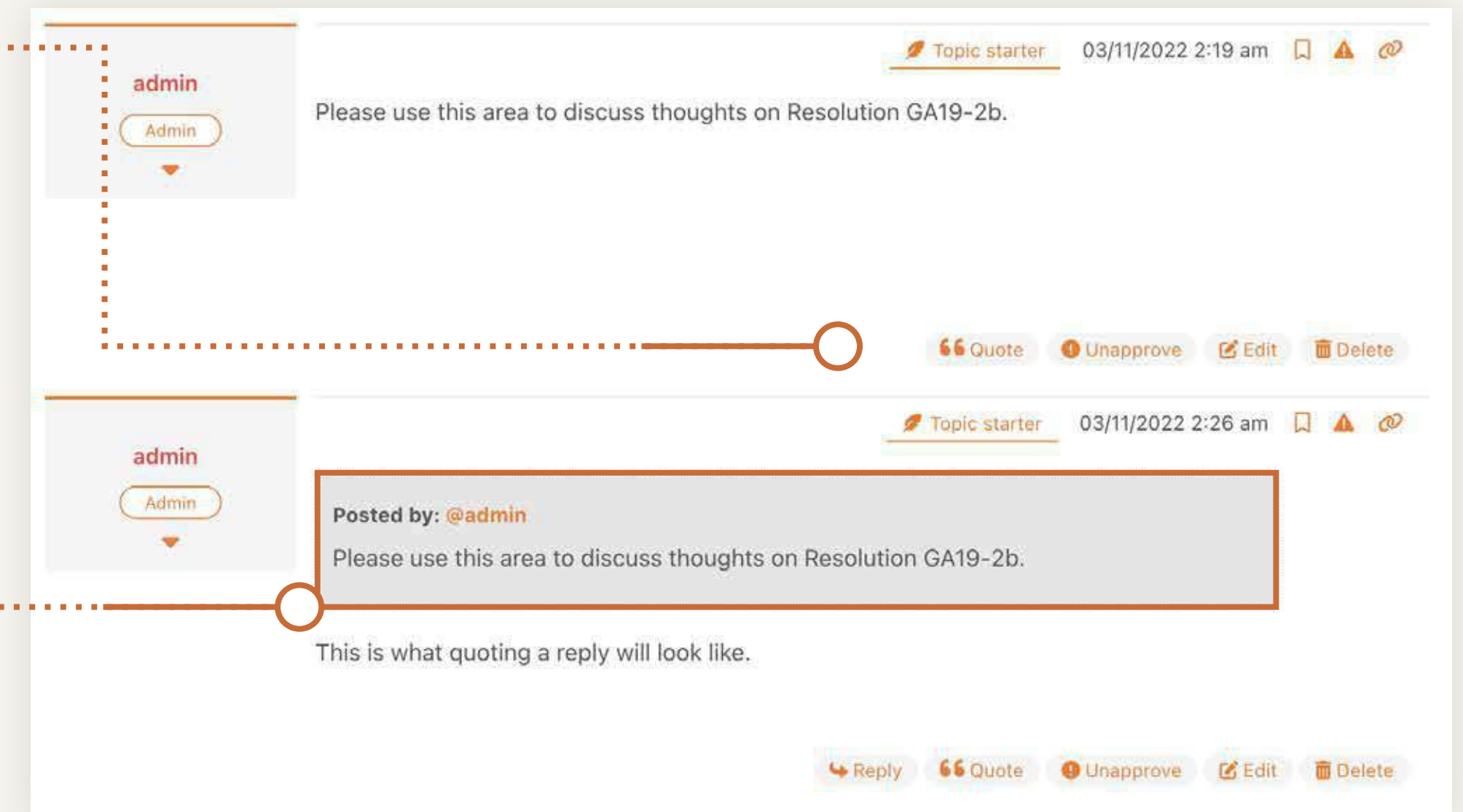
To reply to a specific comment, click **“quote”** button on that comment

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](mailto:ga@rspo.org)**



# 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
- 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](mailto:ga@rspo.org)**

