



RESPONSIBLE SUPPLY

IFFO RS Board Meeting Minutes of the Meeting

Hotel Pullman London St. Pancras, 100 – 110 Euston Road, London, NW1 2AJ

Directors	Representation	Country
Andrew Jackson (AJ)	RS Board chairperson	UK
Nils Jensen (NJ)	Producer and Danish Representative	Denmark
Humberto Speziani (HS)	Fishmeal producer	Peru
Niels Alsted (NA)	Feed producer	Denmark
Daniel Lee (DL)	Fish Farming standard	UK
Dawn Purchase (DP)	ENGO	UK
Petter Arnesen (PA)	Fish Farmer	Norway
Michael Lutz (ML)	Trader	Germany
David Parker (DPa)	Fish Processor	UK
Charlotte Bury (CBu)	Retailer	UK
Ally Dingwall (AD)	Retailer	UK
Observers		
Andrew Mallison (AM)	IFFO representative	UK
Francisco Aldon (FA)	RS Board Secretariat	UK
Trygve Berg Lea (TBL)	Feed Manufacturer	Norway
Mike Platt (MP)	Independent consultant	UK
Dave Gardforth (DG)	Certification Body	Ireland
Bill Paterson (BP)	Certification Body	Ireland
Libby Woodwatch	Seafish	UK

Apologises:

Piers Hart (PH)	ENGO	UK
Duncan Leadbitter (DLb)	ENGO	Australia
Frank Treaty (FT)	Fishmeal Producer	Ireland

Agenda

- Welcome, revision of last minutes and matters arising
- Overall IFFO RS standard Up-date
- IFFO RS Improvers Programme
 - ✓ IP acceptance mechanism & IP ToR
 - ✓ APFIC guidelines in relation to RS fisheries assessments
 - ✓ South East Asia update
- RS standard Governance
 - ✓ New Structure of the IFFO RS Governance
 - ✓ Fisheries Peer review mechanism
 - ✓ QMS for IFFO RS Secretariat
 - ✓ IFFO RS Budget 2015

Lunch

- Responsible Fishing Scheme (RFS)
- IFFO RS CoC Standard – Mass Balance approach
- Evolution of the Standard
 - ✓ CB addition & CoC Accreditation Proposal
 - ✓ Chilean PAC benchmark review
 - ✓ ISEAL gap analysis project
 - ✓ Measurable impacts update
 - ✓ INAB accreditation of V1.6
 - ✓ IFFO RS V2
- IFFO RS and GMP+ SWOT
- AOB
- Next meeting
- Close

Welcome and Introductions

Meeting opened at 10:30am GMT +1 and members were welcomed by the chairman. Apologies from FT, DLb and PH were presented

Matters arising from last minutes and revision of the agenda

No corrections or matters arising from last minutes, the agenda for the meeting was approved.

IFFO RS standard up-date

Update about the IFFO RS standard and its statistics were given.

Action: To send IFFO RS Board presentation to all IFFO RS Board members

IFFO RS Improvers Programme – Acceptance Mechanism

It was explained about the different stages an application to the IFFO RS Improvers Programme should do in order for it to be accepted in the programme and how the programme will keep track of the applicant progress in order to keep the acceptance.

Action: To clarify the meaning of P1 and or P2 in the MSC standard with reference to the IFFO RS IP

Discussion: Fisheries Improvement Projects (FIP) and who are the bodies that runs them.

Action: To discuss with SFP about their FIPs and if this can also be accepted for IFFO RS IP

Discussion: Members of the IFFO RS Improvers Programme Acceptance Committee

Decision: It was agreed that the participants that developed the acceptance mechanism should be the members of the IFFO RS Improvers Programme Acceptance Committee.

Action: To advice DP, DPa, DLb, AD, PH, DL, CB, TBL, MP and DG that they will be members of the IFFO RS IP Acceptance Committee.

APFIC guidelines in relation to IFFO RS fisheries assessments

A background with regards to the Asia-Pacific Fishery Commission (APFIC) from the FAO “Regional guidelines for the management of tropical trawl fisheries in Asia” was given and it was explained about the proposal to use some elements of these guidelines in the new version of the IFFO RS standard to cover mixed fisheries.

Decision: To continue the development of this topic for inclusion of some of the elements of this guidelines in the next version of the Standard IFFO RS V2

Action: To revise the Conservation Alliance for Seafood Solutions Guidelines for Supporting Fishery Improvement Projects definition of a credible FIP in order to define which FIPs to use for the IFFO RS IP

Action: To see if the component of the FAO guidelines for a mixed trawl fishery could be incorporated into a revised Fishery assessment criteria for version 2 of the Standard

South East Asia - Improvers Programme update

An update on the IFFO RS Improvers Programme projects in Thailand and Vietnam were given together with the different progress the respective countries have made in order to start with the Programme. In addition, it was communicated that India has shown interest for the IFFO RS IP and that an Inspection Body will do a gap analysis on their plants and fisheries in order to start the process.

Action: To give an update on the developments in India with regards to the IFFO RS IP

IFFO RS Certification Programme Governance – New Structure

A graph showing all the new structure of the governance was provided

Discussion: What will be the role of the Fisheries Peer Review Committee (FPRC)? Will it be a consultative committee or a decision making committee with regards to the status of the fishery under assessment?

Decision: The role of this committee should be according to what ISEAL demands

Action: To consult with ISEAL the new Governance Structure, with emphasis on the FPRC and its role

Discussion: The intention for this FPRC is to review the consistency of the assessments and if it reflects with the objective of the IFFO RS Standard

Decision: The FPRC should have also a Quality Assurance Function in order to see not only the results of the assessments but if the language of the standard allows a good interpretation according to the objectives of the standard. In addition, they should be involved in training for fisheries assessors in order to provide clarity and understanding of the clauses for good interpretation and reduce inconsistencies.

Action: *To review the Fisheries Peer Review Committee role and to propose it at the next meeting*

Discussion: IFFO RS Certification Programme to be independent from IFFO – The Marine Ingredients Organisation from January 2015

Decision: All agreed

Action: *To proceed with the independence of the IFFO RS Standard from IFFO*

Discussion: To use the same name or change it to a new name?

Decision: All agreed to keep the same name

Action: *To keep the wording IFFO in the name of the standard – IFFO RS Ltd.*

Fisheries Peer Review Mechanism

The different steps for the approval of raw material intended to be used in the IFFO RS Standard were explained and how to formalise the current process on fisheries approvals

Decision: This mechanism should be implemented according to ISEAL including the proposal to have independent and experienced fisheries scientists.

Action: *To discuss with the CBs about their role on the decision process of the fisheries assessment status and the realistic timelines for fisheries assessments under process.*

Quality Management System (QMS) for IFFO RS Secretariat

The objectives of the implementation of the QMS and the list of the different policies and procedures of this QMS were given. It was also mentioned that all this information and the list of policies and procedures are available on the IFFO RS website.

Decision: all agreed

IFFO RS Budget 2015

For this subject all external attendees (non-members of the Board) were asked to leave the room.

All the different items from the budget were explained.

Action: To include ISEAL measurable impacts in the 2016 budget

LUNCH

The Seafish Responsible Fishing Scheme (RFS)

An insight of the RFS with regards to its history, objectives, its focus on social and ethical criteria and the benefits the RFS can bring to the IFFO RS Certification Programme was given.

Action: To send LW Seafish RFS contact details to all IFFO RS Board members

Action: To keep the IFFO RS Board updated with the progress of the RFS standard

IFFO RS CoC Standard – Mass Balance approach

Reasons, examples and some of the changes and/or additions for the implementation of the Mass Balance Model for the IFFO RS CoC Standard were given.

Decision: The Chain of Custody will stay with the identity preserved and segregation models and will not develop a Mass balance % Content model yet

Discussion: Content Claims to make on behalf of IFFO RS product

Decision: Claims involving IFFO RS should be made only for certificate holders and the claims should be audited by the CB

Action: To revise the Mass Balance approach for the IFFO RS CoC and to provide more evidence that this model will drive increase uptake of compliant material without risking the reputation of the IFFO RS CoC Standard.

Action: To review the possibility of accrediting the Chain of Custody standard and certification process for the supply chain part of the IFFO RS Programme

Evolution of the Programme - CB Addition

An overview of all the CB addition process, rating criteria for approval, what the training involved and the next steps to follow was given.

Action: *To increase the notice period for the IFFO RS Board members when sending any documentation for comments*

Chilean PAC benchmark review

Update on the benchmark study produced in Chile between the Programa de Aseguramiento de la Calidad (PAC) and the IFIS standard or equivalent (FEMAS or GMP+) that are recognised by the IFFO RS Standard was given. The objective for this gap analysis is to see if the PAC standard can be recognised by the IFFO RS as an equivalent to the IFIS standard (FEMAS or GMP+)

Decision: There is no cause for concern as it is a robust standard and has been improved since last benchmark study. The PAC is accepted as equivalent to the IFIS standard (maintain acceptance) but should be revised for the IFFO RS Version 2.

Action: *To revise the PAC standard to see if can be recognised for version 2 of the IFFO RS Standard*

Action: *To revise clauses in Version 2 of the standard that states it shall be ISO guide 17065 compliant*

ISEAL gap analysis project

An update on the gap analysis made between the IFFO RS programme and the ISEAL Codes utilising the ISEAL compliance scored card and checklist was provided. It was also explained the ISEAL approval process and the next steps to take. This was in order to see how far the IFFO RS Certification Programme on achieving ISEAL membership is.

Discussion: What are the measurable points in the IFFO RS Standard?

Decision: The IFFO RS Standard has imposed conditions on the factories, the best way to start is to monitor these conditions to be completed and signed off. In order to measure these points and for future ones we will need to work together with universities, academics and NGOs.

Discussion: Should the IFFO RS Programme continue to pursue ISEAL membership?

Decision: Yes, all agree.

Action: To improve the baseline criteria from the gap analysis and to identify Measurable points in the IFFO RS standard for discussion and to be agreed during next RS Board meeting

Measurable impacts update

A project on identifying measurable impacts on the fisheries assessments of the IFFO RS Standard was prepared by an independent environmental NGO and an update on the development of this project was given.

Decision: Due to the nature or variability of volunteering work, the project has been delayed. There is another volunteer working on the project at the moment.

Action: Project expected to be finalised by February 2015

INAB accreditation of IFFO RS V1.6

An update on the progress of ISO 17065 accreditation for the IFFO RS Standard V1.6 was provided.

Decision: Continue with the progress

IFFO RS V2

The IFFO RS Standard should have a full revision in order to produce the next version

Discussion: How are we going to proceed with the development of IFFO RS V2?

Decision: We should commission a Technical Advisory Committee (TAC) that can look at the revision and development of the next version. The new version must be done according to the ISEAL codes. This TAC will report to the IFFO RS Governance Board for final decision.

Action: To produce procedures for setting up a Technical Advisory Committee (TAC) and its ToR

Action: To propose and chose TAC members for next meeting

IFFO RS and GMP+ SWOT

From last meeting a GMP+ representative proposed to merge IFFO RS with GMP+ to make one standard that combines the two in an effort to avoid duplication and to reduce costs. A SWOT analysis was produced.

Decision: For the moment we don't think it will be feasible to merge with GMP+. However, we would like to have comments from all members of the board in order to get to a final decision. If the IFFO RS Secretariat do hear anything otherwise it will be concluded that the IFFO RS Programme and GMP+ will not be merging.

Action: *To send SWOT analysis of IFFO RS & GMP+ to all RS Boards members for comments*

AOB

No AOB

Next meeting

Next IFFO RS Board meeting was agreed to be held on Monday 20th April 2015

Close

Meeting closed at 16:15

Action Point	Responsible	Status
To send IFFO RS Board presentation to all IFFO RS Board members	FA	
To clarify the meaning of P1 and or P2 in the MSC standard with reference to the IFFO RS IP	MP	
To discuss with SFP about their FIPs and if this can also be accepted for IFFO RS IP	AJ, FA, DP & MP	
To advice DP, DPa, DLb, AD, PH, DL, CB, TBL, MP and DG that they will be members of the IFFO RS IP Sub-committee.	FA	
To revise the Conservation Alliance for Seafood Solutions Guidelines for Supporting Fishery Improvement Projects definition of a credible FIP in order to define which FIPs to use for the IFFO RS IP	FA & MP	
To see if the component of the FAO guidelines for a mixed trawl fishery could be incorporated into a revised Fishery assessment criteria for version 2 of the Standard	FA, AJ & MP	
To give an update on the developments in India with regards to the IP	FA & MP	
To consult with ISEAL the new Governance Structure, with emphasis on the Fisheries Peer Review Committee and its role	FA & MP	
To review the Fisheries Peer Review Committee role and to propose it at the next meeting	FA & MP	
To proceed with the independence of the IFFO RS Standard from IFFO	FA & AJ	
To keep the wording IFFO in the name of the standard – IFFO RS Ltd.	FA & AJ	

<p>To discuss with CBs about their role on the decision process of the fisheries assessment status and the realistic time lines for fisheries assessments under process</p>	<p>FA</p>	
<p>To include ISEAL measurable impacts in the 2016 budget</p>	<p>FA</p>	
<p>To send LW Seafish RFS contact details to all IFFO RS Board members</p>	<p>FA</p>	
<p>To keep the IFFO RS Board updated with the progress of the RFS standard</p>	<p>FA</p>	
<p>To revise the Mass Balance approach for the IFFO RS CoC and to provide more evidence that this model will drive increase uptake of compliant material without risking the reputation of the IFFO RS CoC Standard.</p>	<p>FA & MP</p>	
<p>To review the possibility of accrediting the Chain of Custody standard and certification process for the supply chain part of the IFFO RS Programme</p>	<p>FA & AJ</p>	
<p>To increase the notice period for the IFFO RS Board members when sending any documentation for comments</p>	<p>FA</p>	
<p>To revise the PAC standard to see if can be recognised for version 2 of the IFFO RS Standard</p>	<p>FA & MP</p>	
<p>To revise clauses in Version 2 of the standard that states it shall be ISO guide 17065 complaint</p>	<p>FA, AJ & MP</p>	
<p>To improve the baseline criteria from the IFFO RS vs ISEAL Codes gap analysis and to identify measurable points in the IFFO RS standard for discussion and to be agreed during next RS Board meeting</p>	<p>FA, AJ & MP</p>	
<p>Independent Measurable Impacts Project expected to be finalised by February 2015</p>	<p>DP</p>	

To produce procedures for setting up a Technical Advisory Committee (TAC) and its ToR	FA & MP	
To propose and chose TAC members for next meeting	All RS Board members	
To send SWOT analysis of IFFO RS & GMP+ to all RS Boards members for comments	FA	

