



IFFO RS Governance Board Improver Programme Application Committee (IPAC)

TERMS OF REFERENCE (ToR)

IFFO RS Governance Board utilises the skills of an Improver Programme Sub-Committee (IPAC) to assist with the development and implementation of an IFFO RS Improver Programme (IFFO RS IP) that will create a framework mechanism to ensure that only progressive and committed applicants are accepted onto this IFFO RS IP for the global marine ingredient manufacturing industry.

The objective of the IFFO RS IP is to develop a structured Improver Programme, allied to the IFFO RS Standard, to provide a pathway for improvement for factories that at present would struggle to meet the IFFO RS Standard; this could be due to inadequate or absent fisheries management in their raw material supply or factory infrastructure and operational issues. The implementation of improvements would allow the marine ingredient manufacturer (the applicant) to ultimately comply with the IFFO RS Standard in a defined period of time.

The IPAC is an objective-based multi-stakeholder group, representative of fishery science, fish meal manufacturing, the food supply chain and environment. However, external consultation may be sought from both fishery specific and wider marine ingredient manufacturing management and stakeholder interests to assist in the development of this programme.

The Terms of Reference of the IPAC are as follows:

The function of the IPAC is to draft the IFFO RS IP assessment, application and tracking mechanisms for submission to the IFFO RS Governing Board for finalisation and approval.

Main Objective:

- Advance the development and implementation of a credible and robust assessment programme for the global marine ingredient manufacturing industry that provides assurance to the seafood supply chain where applicants have implemented approved improvement plans. Upon successful completion, this will lead the applicant to full IFFO RS certification.

Key Activities:

- To develop the IFFO RS IP Application Mechanism for IFFO RS Governing Board approval.
- To keep the IFFO RS IP Application Mechanism procedures under review, to ensure their relevance to current practice and market requirements.
- Based on member fishery, environmental and good manufacturing insight and experience within the global fishmeal and fish oil industry, provide knowledge and guidance that will contribute to accurate interpretation, development and alignment of the IFFO RS IP for assessment purposes.



- Provide advice by way of decisions, proceedings, and meeting minutes to the IFFO RS Governance Board on any amendments considered to be necessary to ensure the accuracy, relevance and credibility of the IFFO RS IP.
- Provide input and advice, by way of decisions of acceptance to the IFFO RS IP, on documents prepared regarding the IP applicants file following the IFFO RS IP Application Mechanism.
- Develop and review annually the IFFO RS IP guidance documentation used in the assessment of applicants in the global fishmeal and fish oil industry as this programme develops and evolves.
- Monitor any changes to the relevant Normative Reference documents or standards, or newly issued FAO guidance relevant to fishery assessment or legislative documentation that are used in the IFFO RS programme and incorporate the required amendments into the IFFO RS IP Acceptance Criteria.

Constitution

The IPAC is appointed by the IFFO RS Governance Board. Membership will be based on advice, consultation and nominations put forward from the IFFO RS Governance Board but may be extended, if deemed appropriate, to accept nominations from the Fishing Industry, Fishmeal Manufacturing Industry, Scientists and other fishery stakeholders associated with the IFFO RS Certification Programme.

The IPAC will be composed of at least 4 voting members plus a Chair. It is not a requirement to appoint all members of the IPAC from the outset. The IPAC's Chair will be elected by the appointed members of the IPAC and will be non-voting. The Chair will only cast a deciding vote in the event that a tied vote is cast by the members of the IPAC. The Chair shall have a term of 36 months. After this term the IPAC will have the opportunity to re-elect or choose another Chair. IFFO RS Ltd will act as the Secretariat to this IPAC.

The membership of the IPAC will include sufficient representation of broad policy/management: fishery, environmental science and operational aspects of fishmeal and fish oil manufacturing industry.

The IPAC's representation may be adapted from time to time to ensure it continues to represent the interests of the IFFO RS IP, to ensure that broad representation across sectors is maintained. This review will be conducted every 12 months by the Secretariat in consultation with the existing IPAC members.

Rules of Procedure for the IPAC

The normal term of office of the members of the IPAC shall be three years provided that:

- any member of the IPAC serving as a representative of an organisation or company shall retire on ceasing to be employed by that organisation or company, however a member may continue if a consensus of the committee wishes the affected member to remain as an expert member;



- any member may retire by written notice to the Chair;
- any person whose term of office expires shall be eligible to be re-appointed to the IPAC;
- The Chair may replace a member if the member fails to either attend three meetings in succession or feedback on the development process of the IPAC regularly.

IPAC meetings shall be convened by notice in writing (e-mail) to each member at such times as the Chair shall direct and shall not be less than once a year. The Secretariat shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

A Quorum at such meetings shall consist of not less than two-thirds of the voting members of the IPAC and is representative of the key stakeholders groups within the IPAC.

The Chair shall confirm an acceptable balance of interests among voting members at the start of each meeting.

Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting, providing a quorum is present.

In the absence of the Chair at any meeting, the Chair shall be taken by a member of the IPAC selected in advance by the Chair, or, failing that, elected by a majority of those present.

Each member, apart from the Chair, shall have one vote. The Chair or person presiding shall, in the event of an equal division, have a casting vote. For a decision to be made the IPAC shall have at least two thirds of the voting members casting a vote.

With the consent of the Chair, specialist advisors and stakeholder observers may attend meetings of the IPAC but they shall not be entitled to vote.

It is anticipated that members of the IPAC will be asked to meet, either in person or via teleconference, between 2 - 4 times in a calendar year but not less than once.

Confidentiality and Conflict of Interest:

Members of the IPAC are appointed to support the objectives of the IFFO RS IP and to ensure it is robust and transparent. Members should be:

- willing to contribute to an overview process and lend their time and/or expertise without promise of remuneration, and be able to attend meetings as required;
- unaffiliated with any public or private entity that may try and distort decisions based on a corporate, private, or public agenda that does not coincide with the objectives of the IFFO RS IP;
- committed to impartiality, transparency and fairness in all dealings.



RESPONSIBLE
SUPPLY

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All prospective committee members will be asked to provide a CV identifying their relevant fishery or industry experience, plus a short bio if appointed. An appointed member will also sign a conflict of interest and confidentiality undertaking. Should a conflict of interest arise, the member is requested to report this to the Chair as soon as reasonably possible. The Chair shall decide on and instigate appropriate action. All such reported conflicts of interest and follow-up actions agreed shall be recorded on the IPAC files by the secretariat.

For all existing members of the IFFO RS Governance Board, the conditions on confidentially listed in the IFFO RS Governing Board ToR shall be complied with. For all non-members of the IFFO RS Governance Board that have been elected onto to the IPAC, a confidentiality agreement shall also be signed before the member can actively participate in the IFFO RS IP.

Member Agreement of Participation

This document stands as a non-binding agreement of participation for the below signatory; the person named herein has agreed to participate as a member of the IPAC of the IFFO RS Governance Board.

Name: _____ Date: _____

Title: _____

Signature: _____