

IFFO RS Governance Board Raw Materials Fisheries Assessment Peer Review Group (FAPRG)

Sub-Committee (FAPRG) TERMS of REFERENCE(ToR)

IFFO RS Governance Board utilizes the skills of a Fisheries Assessment Peer Review Group (FAPRG) to review the consistency of the Fishery Assessment decisions of the Certification Bodies to ensure that only credible raw material fisheries are approved for use in the IFFO RS standard for the global fishmeal and fish oil manufacturing industry.

The FAPRG is an independent group, representative of the IFFO RS Governance Board that has a good understanding of the IFFO RS Standard, fishery science, fishmeal manufacturing, the food supply chain and the environment. Representation may also be sought from external fishery scientists to advise this subcommittee on specific fishery related matters.

The Terms of Reference of the FAPRG are as follows:

The function of the FAPRG is to review the consistency of the Fishery Assessment decisions of the Certification Bodies in order to meet with the agreed objective of the IFFO RS Governance Board.

Main Objective:

- To review the Certification Body decision on the IFFO RS fisheries assessments to ensure consistency, robustness and that the interpretation accords to the objectives of the IFFO RS standard.

Key Activities:

Provide assurance to the supply chain that all raw material approved for use in the IFFO RS programme is source from a responsibly managed fishery, which has no risk of IUU activity within it by;

- Determining if a fishery meets the IFFO RS Standard
- Providing opinions on the conclusions reached by the CB in the fisheries assessment on a template
- Commenting on each clause's score and rationale
- Providing input to the procedures and guidelines
- Reviewing implementation of procedures and guidelines

Constitution

The FAPRG 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 to

accept nominations from the Fishing Industry, Fishmeal Manufacturing Industry, Scientists and other fishery stakeholders associated with the IFFO RS Certification Programme.

The FAPRG will be composed of at least 6 voting members plus a Chair. It is not a requirement to appoint all members of the FAPRG from the outset. The FAPRG's Chair will be elected by the appointed members of the FAPRG and will be non-voting. The Chair will only cast a deciding vote in the event that a tied vote is casted by the members of the FAPRG. The Chair shall have a term of 12 months. After this term the FAPRG will have the opportunity to re-elect or choose another Chair. IFFO will act as the Secretariat to this FAPRG.

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

The FAPRG's representation will be adapted from time to time to ensure it continues to represent the interests of the applicant to the IFFO RS programme. This review will be conducted every 12 months by the Secretariat in consultation with the existing FAPRG members.

Rules of Procedure for the FAPRG

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

- any member of the FAPRG serving as a representative of an organisation or company shall retire on ceasing to be employed by that organisation or company;
- any member may retire by written notice into the Chair;
- any person whose term of office expires shall be eligible to be re-appointed to the FAPRG;
- The Chair may replace a member if the member fails to attend meetings or feedback on the development process of the FAPRG regularly.

FAPRG 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 FAPRG.

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 FAPRG selected in advance by the Chair, or, failing that, elected by a majority of those present.

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

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

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

Confidentiality and Conflict of Interest:

Members of the FAPRG are appointed to support the objectives of the IFFO RS PR 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 able to attend meetings as required;
- Unaffiliated with any public or private entity that will try and leverage decisions based on a corporate, private, or public agenda;
- Committed to neutrality, transparency and fairness in all dealings.

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 FAPRG 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 Terms of Reference shall be complied with. For all non-members of the IFFO RS Governance Board that have been elected onto to the FAPRG, a confidentiality agreement shall be signed before the member can actively participate in the IFFO RS PR.

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 FAPRG of the IFFO RS Governance Board.

Name: _____ Date: _____

Title: _____

Signature: _____