



**IFFO RS Limited**

## **IFFO RS Technical Advisory Committee (TAC)**

### **TERMS of REFERENCE (ToR)**

IFFO RS utilizes the skills of a Technical Advisory Committee (“committee”) to assist with the development and implementation of the IFFO RS Version 2 Certification Programme for the Marine Ingredient production industry. The programme is adapted from FAO Normative Documents: the FAO Code of Conduct for Responsible Fisheries Management (1995), FAO Ecolabeling Guidelines (2006), FAO Guidance, APFIC Guideline of 2014 “Regional guidelines for the management of tropical trawl fisheries in Asia” and ILO conventions.

The Committee is an objective-based group, representative of marine ingredient manufacturer, fishery science, management and environment. Representation is sought from both fishery specific and marine ingredient management and key stakeholder interests.

#### **The Terms of Reference of the TAC are as follows:**

The function of the Committee is to manage technical matters relating to the development of the IFFO RS V2 Certification Criteria including the technical relevance and appropriateness of the programme for use as a third party, accredited certification programme.

#### **Main Objective:**

- Support the development and implementation of a credible and robust certification programme for the marine ingredients industry that will provide assurance to the global supply chain that all certified factories to this programme act in a responsible and ethical manner.

#### **Key Activities:**

- To develop and keep the technical certification specifications for V2 of the IFFO RS programme to confirm their relevance to current practice and market requirements for approval by the IFFO RS Governance Board.
- Based on member and environmental insight of marine ingredient industry, provide knowledge and guidance that will contribute to accurate interpretation and alignment of the IFFO RS V2 standard 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 or desirable to ensure the accuracy, relevance and credibility of the programme.



## **IFFO RS Limited**

- Provide input and advice on documents prepared on the technical interpretation of the IFFO RS Certification Criteria and supporting technical guidance documentation used in the assessment of marine ingredient manufacturers as V2 of the IFFO RS programme develops and evolves.
- Monitor any changes to the FAO or ILO Normative documents or newly issued FAO or ILO 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 V2 Certification Criteria.

### **Constitution**

The Committee is appointed by the IFFO RS secretariat on behalf of the IFFO RS Governance Board. Membership will be based on advice, consultation and nominations put forward from the Marine Ingredient Industry, Governance Board, and identified stakeholders associated directly or indirectly with the IFFO RS Certification Programme.

The Committee will be composed of at least 10 voting members plus a Chair. It is not a requirement to appoint all members of the committee from the outset. The Committee's Chair will be elected by the appointed members of the Committee 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 committee. The Chair shall have a term of 12 months. After this term the Committee will have the opportunity to re-elect or choose another Chair. As standard owner, IFFO RS will act as the Secretariat to this Technical Advisory Committee.

The membership of the Committee will include sufficient representation and competency of broad policy/management: fishery, ethical and social, environmental science and operational aspects of marine ingredient industry.

The Committee's representation will be adapted from time to time to ensure it continues to represent the interests of the marine ingredient regions and areas of broader certification interest. This review will be conducted every 12 months by the Secretariat in consultation with the existing Committee members.

### **Rules of Procedure for the TAC**

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

- any member of the Committee 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 Committee;



## **IFFO RS Limited**

- The Chair may replace a member if the member fails to attend meetings of the Committee regularly.

Committee 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 Committee and shall be representative of the value chain.

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 Committee 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.

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

It is anticipated that members of the Committee 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 TAC are appointed to support in the development objectives of the IFFO RS programme 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.



## **IFFO RS Limited**

All prospective Committee members will be asked to provide a CV identifying their relevant experience, a short bio, for posting to the IFFO RS website 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 Committee files.

### **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 Technical Advisory Committee for the IFFO RS Certification Programme.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_





**ANNEX 1**

**Conflicts of Interest Declaration Form**

As a member of the IFFO RS Technical Advisory Committee, you are required to act in the best interests of the certification programme and must disclose any duty or interest that might conflict with your duty or interest to the Scheme, in accordance with the IFFO RS Scheme Governance Board’s Conflict of Interest Policy.

- 1. Have you, or people connected with you through family, business or another charity, have an interest in a certification body?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- 2. A perceived direct or indirect conflict with my duty as a member of the IFFO RS TAC may arise because:

(a) I hold the following offices (appointed or elected):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attestation and Signatures**

If at any time following the signing of this Declaration, there are any material changes regarding conflict of interest, I shall forthwith file an updated Declaration.

I, \_\_\_\_\_ (*print name*) attest to the veracity of the information provided in this Declaration; and acknowledge the IFFO RS Conflict of Interest Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_