



RESPONSIBLE SUPPLY

IFFO RS Board Meeting Minutes of the Meeting

St Pancras Renaissance Hotel London, Euston Road, London, NW1 2AR

Directors	Representation	Country
Andrew Jackson (AJ)	RS Board chairperson	UK
Nils C. Jensen (NJ)	Producer and Danish Representative	Denmark
Humberto Speziani (HS)	Fishmeal producer	Peru
Daniel Lee (DL)	Fish Farming standard	UK
Jill Denisse	Trader	Germany
Blake Lee-Hardwood (BLH)	ENGO	UK
Observers		
Francisco Aldon (FA)	IFFO RS Board Secretariat	UK
Mike Platt (MP)	Independent consultant	UK
Sam Peacock	Independent consultant	UK
Laura Shepherd (LS)	IFFO RS Secretariat	UK
Niel Auchterloine (NAu)	IFFO representative	UK

Apologises:

Michael Lutz (ML)	Trader	Germany
Petter Arnesen (PA)	Fish Farmer	Norway
Duncan Leadbitter (DLb)	ENGO	Australia
Niels Alsted (NA)	Feed producer	Denmark
Ally Dingwall (AD)	Retailer	UK
Piers Hart (PH)	ENGO	UK
David Parker (DPa)	Fish Processor	UK
Frank Treaty (FT)	Fishmeal Producer	Ireland

Agenda

- Welcome, revision of last minutes and matters arising
- Overall IFFO RS standard Up-date – Handouts
- IFFO RS Governance
 - ✓ Board Composition
 - ✓ Expenditure to date
 - ✓ Budget for 2017
- ISEAL update
 - ✓ Timeframes for membership
 - ✓ Next steps
 - ✓ Monitoring and Evaluation (M&E) system
 - Cost Implications

Lunch

- GSSI – SWOT analysis
- Development of IFFO RS V2.0
 - ✓ Fisheries Assessment Criteria
 - ✓ Factory Audit Criteria
 - ✓ Time frames and next steps
 - ✓ Implementation period
- ASC Feed Standard update
- IFFO RS Improvers Programme
 - ✓ Panama, Thailand, India and Ecuador update
 - ✓ NOAA project
- AOB
- Next meeting
- Close

Welcome and Introductions

Meeting opened at 10:30am GMT +1 and members were welcomed by the chairman. BLH was welcome as a new member to the IFFO RS GB. Apologies from AD, PA, DLb, DPa, NA, PH, FT and ML were presented. The numbers of Board members present at the time of the meeting didn't reach the proposed Quorum of minimum 8 board members, therefore, all decisions made during this meeting are subject to approval by at least two other Board members in order to reach a Quorum.

Matters arising from last minutes and revision of the agenda

The minutes of last meeting were reviewed and approved. The agenda for the meeting was approved.

Discussion: Blue whiting, IFFO RS fishery assessment, when is time for a re-assessment?

Decision: Fishery is able to be re-assessed, however, a positive outcome in a timely manner will depend if the conditions imposed to the fishery have been addressed. If re-assessed against the IFFO RS standard, then the CB shall align the timings of conditions with the MSC certification.

Action: *To recommend to the CB that, in case assessed, the timings for conditions given to this fishery according to the IFFO RS fishery Assessment shall be aligned with the MSC certification conditions.*

IFFO RS standard up-date

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

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

Action: *To send the IFFO RS update handouts in pdf format to all Board members*

IFFO RS Governance

Board composition

A list of all IFFO RS Board members, their position in the value chain and the area they represent were provided.

Discussion: **Given that BAP is part of the IFFO RS GB, should the ASC also have a seat on the IFFO RS GB?**

Decision: It seems likely that the new ASC feed standard will draw on IFFO RS. In addition, IFFO RS is working closely with them for future developments. It will be a good addition to the IFFO RS GB having another standard holder.

Action: AJ to approach the ASC in order to discuss the possibility to offer a seat in the IFFO RS GB to them.

Discussion: Timeframes for IFFO RS GB membership

Decision: IFFO RS GB ToR should be reviewed in order to have staggering of IFFO RS GB members.

Discussion: Asia representation in the IFFO RS GB. Which position will have this new member? Consumer or Producer?

Decision: As a global standard, it is necessary to have representation from all different areas. It would be ideal to have Asian members that represent producer and consumer countries. However, for a standard that is based in UK, Asia representation may be difficult to get. The IFFO conference in Bangkok could be a good place to look for a representative and if female so much the better as we need to have a multi gender board too.

Action: To look for an Asian representative for the IFFO RS Governance Board

Action: AJ to report to the IFFO RS GB about possible candidates from Asia.

Expenditure to date and Budget of 2017

The 2016 Budget was the first budget for the IFFO RS Certification Programme. This and the expenditure to date were presented. A draft 2017 Budget was presented based on current membership and fee structure.

Discussion: Expenditure to date in 2016 is in line with the Budget, indeed there might be a small surplus and measures to minimise tax will be explored. With regard to the draft 2017 Budget IFFO RS needs to remain affordable in order to increase its accessibility. However, operational costs are increasing particularly in the area of compliance with the ISEAL Codes and given the drop in value of the British Sterling Pound costs in other currencies, such as Euros, have increased. Therefore, there may be an increase in the registration costs or the fisheries assessment costs of the certification programme.

Decision: To review possible operational costs for the certification programme and to assess if an increase in fees will be necessary. Any proposed increase will be circulated round the Board members for approval prior to implementation.

Action: To review operational costs of the standard in order to assess if an increase in the registration fees is necessary.

Decision: The draft 2017 budget was approved.

Discussion: The original strategy at the launch of IFFO RS was to become the leading standard for the responsible sourcing and production of marine ingredients and to be widely recognised by the industry and the major aquaculture standards. We are on our way to achieving this, but where should we go next? Where do we want to be and what do we want to look like in 2025?

Decision: To initiate a full strategy review to be undertaken by an outside consultant, starting Jan 2017. The review should look forward to 2025 and provide options to the Board as to where we might want to be and how to achieve it. The final report to be delivered to the IFFO RS GB before the October 2017 meeting in order to allow us to discuss and decide our course of action. This should be done following the good practice procedures with stakeholder involvement and should also give us a clear indication of what the market might be demanding in the future.

Action: AJ to contract a consultant to produce the strategy review in order to make a start with this. Following discussion, it was agreed that discussion should be held with Jonathan Shepherd with the possibility that he could undertake the study

Decision: It was agreed that it was important to undertake a wide-ranging consultation as part of the process and that this should include not only those in the value chain but all stakeholders including NGO's.

Action: To contact the other members of the IFFO RS GB explaining the strategy review plan in order to seek approval of this soonest.

ISEAL Update

An overview of the status of the membership application and the timelines for achieving membership were given.

Discussion: Everything that ISEAL offers is good, however, the Impacts code is the most difficult and expensive ISEAL code to comply with. Following consultations around the IFFO RS application to become Associate Members of ISEAL it has become clear that the IFFO RS Secretariat currently does not have the resources to develop and maintain a credible Monitoring and Evaluation system. More resources would be needed to become Associate members of ISEAL.

Decision: There is not a requirement for IFFO RS to be ISEAL compliant from BAP and/or ASC. Following its codes of practice and continuing with the implementation of a M&E system is of great importance and usefulness for the standard. However, implementing an M&E in accordance of what they (ISEAL) require for membership is currently out with our budget. ISEAL membership should be put on hold and the requirement to be ISEAL members should form part of the proposed strategy review.

Action: To put ISEAL membership on hold and to review it during the proposed strategy review.

Action: To use the benefits of being an ISEAL subscriber to implement a limited M&E system and to continue where possible to follow its codes of practice.

LUNCH

Global Sustainable Seafood Initiative GSSI – SWOT analysis

An overview of GSSI, its different sections and requirements for compliance was given. GSSI is specially designed to assess fishery and aquaculture certification standards. IFFO RS is of course principally a factory certification standard with an associated fishery assessment. It was mentioned that the IFFO RS Standard could apply to the Global Food Safety Initiative GFSI for the factory part now that the new version will have its own GMP clauses. A SWOT analysis was produced to examine the advantages and disadvantages for the IFFO RS fishery assessment moving from approval to certification. This would be required if IFFO RS would like to achieve GSSI recognition. This SWOT analysis was discussed.

Discussion: Should Social aspects be covered? How much social criteria be enough?

Decision: Social aspects should form part of the strategy review

Action: *To include Social aspects for the standard in the strategy review*

Discussion: Should the new IFFO RS V2.0 be developed following all the essential components of GSSI?

Decision: GSSI has some ISEAL elements in it which we have already implemented, however, there are additional points that full implementation would require in order that the IFFO RS fishery approval could become fully GSSI compliant. This should also be considered during the proposed strategy review.

Action: *To consider the GSSI elements for fisheries certification in the IFFO RS strategy review*

Development of IFFO RS V2.0

A brief update of the development of IFFO RS V2.0 was provided

Fisheries Assessment Criteria

An update on the development of the fishery assessment criteria was given, the fishery assessment criteria (excl. mixed trawl fisheries) was placed under public consultation for 30 days and now it is almost ready for the 3rd draft. The mixed trawl fishery element is under development as this will be tested in Thailand via the TSFR FIP in the Gulf of Thailand.

Factory Assessment Criteria

An update on the development of the factory audit criteria and next steps were given. A summary of the workshops held in Lima and Amsterdam together with the factory trial audit results were presented. Factory criteria is almost ready. We are waiting for some comments from the CB in order to produce the 3rd draft. A 3rd workshop in Bangkok is to be held next week.

Discussion: Should the IFFO RS V2.0 be launched without the mixed fishery part? and include these criteria in next revisions?

Decision: The mixed trawl fishery criteria may take a bit longer as the trial is dependent on third parties. 90% of the standard is almost ready and it seems sensible not to delay the launch of the new version because of this part that applies to one part of the world.

Action: To launch IFFO RS V2.0 without the mixed trawl fishery criteria and to add this in future revisions by the end of 2017.

Discussion: Is the proposed fishery assessment methodology for IFFO RS V2.0 – Pass/Fail instead of the current traffic light system appropriate?

Decision: Pass/Fail is good for the new IFFO RS V2.0 because the assessor will be able to make a decision instead sitting in the “safe” middle with a medium score. This (medium scores) brings a lot of informality to the process which will bring confusion. Pass/Fail is good because the bar is clear and is more transparent for the interested parties.

Action: To proceed with the proposed pass/fail scoring criteria for the fisheries assessment of IFFO RS V2.0

Discussion: How will IFFO RS address social issues at the fishery (whole fish) level?

Decision: Social issues at the fishery level are more challenging to assess than at the factory level. A risk based assessment on the available information regarding social aspects of that particular fishery should be included in the IFFO RS fishery assessment. If the country is flagged as high risk, then the auditor will be able to check that the factory has a good traceability system back to responsibly run fishing boats.

Action: To discuss with the TAC the possibility to include a risk based assessment on the available information regarding social aspects in the IFFO RS fishery assessment for only whole fish fisheries.

Implementation period of new IFFO RS V2.0

An implementation period of the new standard for existing certificate holders together with the next necessary steps for this new version to be completed were given. Accreditation timelines were considered for these proposed times. The IFFO RS V2.0 will be enforced on all new applicants after 1 month of its publication.

Action: To produce a formal transition period of 12 months for existing certificate holders and to communicate this to all existing stakeholders

ASC feed standard Update

An update of the ASC feed standard developments was provided and how IFFO RS is working together with them in order to allow recognition of both IFFO RS and the Improvers Programme. It was reported that IFFO RS can provide the reassurance of responsible manufacturing and traceability that is likely to be required for the ASC feed standard.

IFFO RS Improvers Programme Update

Update on the milestones achievements required to maintain acceptance to the IFFO RS IP for Panama was provided. Other projected developments such as Vietnam (Ben Tre FIP), India (Indian oil sardine FIP) and Ecuador were given. It was announced that the Gulf of Thailand FIP has been launched partnered by Sustainable Fisheries Partnership and that DLb will be managing this FIP

Action: To continue with the developments of the proposed IFFO RS IP projects (Thailand, Vietnam, India, Ecuador).

NOAA Project

The aim of the IFFO RS and NOAA project is to enable those creating management plans for tropical trawl fisheries to specify clear fishery objectives, performance indicators and reference points. This project is being done via a series of workshops in South East Asia. There have been two workshops, the first workshop was held in Bangkok during the first week of April and the second workshop was held in Vietnam this last June. A third workshop is planned to take place but place and time is to be confirmed.

AOB

The IFFO RS GB thanked MP for all the work he has done over a number of years towards the development of the IFFO RS certification programme and wished him the best of luck in his future endeavours.

Next meeting

It was proposed for the next IFFO RS Board meeting to be held over a period of two days. The proposed places are London or Barcelona. If in Barcelona, then the dates will be 3rd and 4th of May after the IFFO members meeting.

Action: To agree on a time and place for the next IFFO RS GB meeting

Close

Meeting closed at 16:04

Action Point	Responsible	Status
To recommend to the CB that, in case assessed, the timings for conditions given to this fishery according to the IFFO RS fishery Assessment shall be aligned with the MSC certification conditions.	FA	Done
To send IFFO RS Board presentation to all IFFO RS Board members	FA	Done
To send the IFFO RS update handouts in pdf format to all Board members	FA	Done
AJ to approach the ASC in order to discuss the possibility of a seat on the IFFO RS GB.	AJ	Done
To look for an Asian representative for the IFFO RS Governance Board	AJ/FA	On-going
AJ to report to the IFFO RS GB about possible candidates from Asia	AJ	On-going
To review operational costs of the standard in order to assess if an increase on the registration fees is necessary.	FA	On-going
AJ to contract a consultant (most likely Jonathan Shepherd) to undertake the strategy review during the first 9 months of 2017.	AJ	Done
To contact the other members of the IFFO RS GB explaining the strategy review plan in order to seek approval of this soonest.	AJ/FA	Done
To put ISEAL membership on hold and to review it during the proposed strategy review.	FA	Changed
To use the benefits of ISEAL subscriber to implement an M&E system and to continue following its codes of practice.	FA	Changed
To include Social aspects for the standard in the strategy review	AJ/FA	On-going
To consider the GSSI elements for fisheries certification in the IFFO RS strategy review	AJ/FA	On-going
To launch IFFO RS V2.0 without the mixed trawl fishery criteria and to add this in future revisions by the end of 2017.	FA	On-going
To proceed with the proposed pass/fail scoring criteria for the fisheries assessment of IFFO RS V2.0	FA	Done
To discuss with the TAC the possibility to include a risk based assessment on the available information regarding social aspects in the IFFO RS fishery assessment for only whole fish fisheries	FA	Done

To produce a formal transition period of 12 months for existing certificate holders and to communicate this to all existing stakeholders.	FA	On-going
To continue with the developments of the proposed IFFO RS IP projects (Thailand, Vietnam, India, Ecuador).	AJ/FA	On-going
To agree on a time and place for the next IFFO RS GB meeting	All Board members	Done

