



RESPONSIBLE SUPPLY

IFFO RS Board Meeting Minutes of the Meeting

Majestic Hotel & Spa Barcelona, Paseo de Gracia No 70, 08007, Barcelona, Spain

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
Michael Lutz (ML)	Trader	Germany
Blake Lee-Hardwood (BLH)	ENGO	UK
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
Observers		
Francisco Aldon (FA)	IFFO RS Board Secretariat	UK
Jill Denisse (JD)	Trader	Germany
Klaus Kristoffersen (KK)	Danish Producer	Denmark
Andrew Mallison (AM)	IFFO representative	UK
Niel Auchterloine (NAu)	IFFO representative	UK
Jonathan Shepherd (JS)	Independent Consultant	UK

Apologies:

Frank Trearty (FT)	Fishmeal Producer	Ireland
Petter Arnesen (PA)	Fish Farmer	Norway
Trygve Berg Lea (TBL)	Feed Manufacturer	Norway

Agenda

Welcome, revision of last minutes and matters arising

Overall IFFO RS standard Up-date – Handouts provided

IFFO RS Governance

- Board Composition
 - IFFO RS GB ToR Revision
 - Directors appointment sub-committee
 - Board member's re-election
- IFFO RS Ltd YEA 2016
- Expenditure to date

Development of IFFO RS V2.0

- IFFO RS V2.0 approval (excl. Mixed Trawl Fisheries)
- Development of Mixed Trawl Fisheries
- Social aspects at the fishery level – HRRTS/ MSC labour guidance

IFFO RS Improvers Programme

- Panama, Thailand, India and Ecuador update
- NOAA project

Lunch

Strategy Review

ISEAL update

- Monitoring and Evaluation (M&E) system
- Timeframes for membership
- Next steps

ASC Feed Standard update

AOB

Next meeting

Close

Welcome and Introductions

Meeting opened at 9:30am GMT -1 and members were welcomed by the chairman. BLH, PH and DLb joined the meeting remotely. Apologies from FT, PA, TBL, were presented.

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.

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 - IFFO RS Governance Board Terms of Reference revision

A list of changes to the IFFO RS Governance Board Terms of Reference V1.6 were provided for discussion.

Discussion: There should be a definition for the word officer in the document. Under the present context, an officer means that it is somebody with influence in the board like the chair.

Decision: All proposed changes are accepted and observers should be invited at discretion of the Chairman. There should be a definition of the word officer. This will be IFFO RS GB ToR V1.7

Action: To update the proposed changes and to remove the wording "and observers" from point 3.1

Action: To include a definition of officer into the IFFO RS GB ToR

Discussion: The IFFO Technical Director according to the actual IFFO RS GB ToR is an IFFO RS GB member. However, AJ is not IFFO technical Director anymore. NAu is the new Technical Director

Decision: Agreed that the new IFFO Technical Director should formally become an IFFO RS GB member.

Action: To formalise the inclusion of NAu as a member of the IFFO RS GB.

Discussion: Some members of the IFFO Board have requested to increase the IFFO representation on the IFFO RS GB by one extra person. So, in total there would be 5 IFFO representatives. The Technical Director and 4 producers.

Decision: Adding an extra IFFO representative will unbalance the stakeholder representation towards industry in the certification programme. Agreed by consensus that the number of representatives should stay in 3 plus the Technical Director.

Action: To report back to the IFFO Board the decision of not increasing the number of representatives

Discussion: According to the current IFFO RS GB ToR, the marine ingredient producers representing IFFO on the IFFO RS Board should not come from the same country. If the word “country” is changed to “region” then we will secure a wide global representation.

Decision: Ideally this representation should be by region and this should be discussed with the IFFO Board for consideration, and when appropriate, this will be reflected in future revisions of the IFFO RS GB ToR. There is representation from Europe and Latin America; for the future of the certification programme, the best outcome should be that one of those representatives comes from other parts of the world such as Asia, Africa or North America.

Action: To consider the word region instead of country for future revisions of the IFFO RS GB ToR.

Discussion: AJ announced that NJ would be resigning from the Board having been involved with the standard from the very start. The Chairman, on behalf of the whole Board, thanked NJ for his many years of dedicated assistance and wise council.

Board composition - Directors appointment committee

A slide indicating the purpose of an appointment committee and next steps was presented

Decision: Some Terms of Reference for this committee should be produced and presented to the Board for comments

Action: To produce Directors Appointment Committee Terms of Reference and send to the IFFO RS GB for revision.

Board composition – Board member’s re-election

A table with the list of current board members together with their proposed time terms to allow staggering were presented.

Decision: TBL represents the feed producers at the IFFO RS GB meetings when NA is not able to attend. When both are able to attend then TBL is an observer.

Discussion: The producer representative that seats at this Board must work currently as a producer (be and active producer), instead of one that is not an active producer but have previous experience.

Decision: The IFFO Board is the one choosing the producer candidates that will be part of the IFFO RS GB, they should take this into consideration when electing them.

Discussion: According to the GB ToR, if a Board member has 2 consecutive unexcused absences from duly constituted meeting may be dismissed from the GB by resolution of the GB. There is a member of the Board that hasn't been able to attend and that he is willing to continue being a member of the IFFO RS GB. However, he is requesting the IFFO RS GB to make a decision if they will allow him to continue or not.

Decision: To keep him as a member of the IFFO RS GB Board with a proposed term until May 2017. However, he must attend the next IFFO RS GB meeting in order to continue with the seat.

Action: To contact PA and to communicate the IFFO RS GB decision of keeping him in the board with the condition that he will need to attend the next board meeting.

Prospective candidates representing NGO's, Aquaculture standards and fish processors were presented to the board for discussion.

Decision: All proposed candidates are good and the IFFO RS Secretariat should approach them to communicate the IFFO RS GB intentions. It will be good to have some of them acting as Board members from the 2nd meeting of the year.

Action: To contact all proposed candidates mentioning the opportunity to join the IFFO RS GB.

Action: To formalise their introduction into the IFFO RS GB in order to have some of them acting as Board members by the next meeting.

Discussion: There are also 2 other prospective candidates from Asia (Vietnam and Thailand). One is involved in improvement projects around that region and the other one is a feed producer.

Decision: Both candidates are also good but the GB should see their CVs in order to be able to discuss during the next meeting.

Action: To approach both possible Asian candidates indicating the IFFO RS GB intentions and to request their CVs for further discussion.

Action: NAU to forward a retailer's contact details to IFFO RS Secretariat as an option for a seat at the IFFO RS GB.

IFFO RS Ltd YEA 2016

The IFFO RS Ltd 2016 YEA were presented

Discussion: Payments to the CB exceeded the budgeted amount for that year

Decision: CB payments are only referring to the fisheries assessments they do, the exceed payment was because more fisheries entered the programme after the budget was decided. CB payments due to fisheries assessments should not be a budgeted item as we don't know how many fisheries may entered or leave the scheme.

Action: Review of budget, identify items that cannot be budgeted for.

Discussion: How many CBs does the IFFO RS have approved? Do we need more?

Decision: There are 3 CBs approved and for the moment we do not need more CBs to be approved.

Expenditure to date

Expenditure for the first quarter of the year were presented.

Decision: There should be a quarterly budget.

Action: To introduce a quarterly budget into IFFO RS Ltd.

Discussion: Costs for meetings should be increased as the Board would like to increase the presence of IFFO RS in other areas such as Asia. However, after the Strategy Review is finished the Board will be able to allocate the required resources to this.

Decision: To review budget for meetings after the Strategy Review is produced.

Action: To review meetings budget after Strategy Review is finalised

Development of IFFO RS V2.0

Progress on the development of the new version of the IFFO RS Standard (IFFO RS V2.0) was provided, together with a summary of the Public Consultation results. All criteria for fisheries assessment and factory audit have been completed and submitted to the IFFO RS GB for finalisation prior launching. The transition period for the new version will be of one year for existing certificate holders and of one month from the date of launching for new applicants.

Decision: In order to increase the transparency of the standard which in turn will enhance its credibility, there should be a very simple guide for the fishery assessment methodology in order to make it more understandable.

Action: To produce a simple guide to the IFFO RS Fishery Assessment

Discussion: The scoring system of new fishery assessment methodology is now pass and fail instead of the traffic light system. How will the improvements be measured with just a binary system of pass and fail?

Decision: The binary system was proposed by the TAC and agreed by the GB during the last meeting to be introduced into the IFFO RS V2.0. There was no clear mechanism and it was not compulsory to move from amber to green, you could stay amber for ever. In addition, it is taking the room for interpretation in order to make it more metric. Therefore, this system seems to be more fitted to the IFFO RS Standards purpose which is recognising fisheries that meet the FAO CCFRF. The boundary between the amber and green should be revised for consideration for future revisions.

Discussion: Is the IFFO RS V2.0 ready to be launched in July 2017? Does the IFFO RS GB approve the Draft presented by the TAC?

Decision: The IFFO RS GB approved the IFFO RRS V2.0 standard and fishery methodology assessment submitted by the TAC to be launched in July 2017. This with the condition that the boundary between the amber and green should be revised for consideration for future revisions.

Action: To launch IFFO RS V2.0 in July 2017.

Further Developments - Multispecies component

An update on the development of the mixed trawl fishery criteria and the NOAA project were provided. An update on the meeting between IFFO RS and DoF of Thailand was also provided.

Decision: The process to develop the multispecies component will take longer than anticipated as this component must be robust and tested in order to be fit for purpose. There is a time frame that we are following, but it will take as long as it takes to get it right. It is a big challenge but we need to drive some responsible behaviour.

Discussion: There should be a panel of experts that can produce this guidelines.

Decision: The expertise in SE Asia regarding multispecies fisheries modelling is very advanced and IFFO RS should get more involved with scientist and government in the region that can help develop this component for the standard.

Action: To form a group of experts from the SE Asia region to help advice in the development of the multispecies component for the IFFO RS Standard

Further Developments – Social component at fishery level

An introduction to the Human Rights Risk Tool for Seafood (HRRTS) from Seafish and SFP, and to the MSC Social Guidelines was provided. Both tools still under development.

Decision: The intention is to observe their development and to utilise a combination of the main components of both tools for the IFFO RS Standard process.

Action: To trial HRRTS and MSC labour guidelines for its introduction into the IFFO RS Standard at fishery level.

Action: To involve Seafood task force in Thailand into the IFFO RS social component process.

Discussion: What happen if HRRTS shows a risky area for some IFFO RS plants?

Decision: The plant that is located in the risky area will have to show to the IFFO RS auditor that they have a full traceability system in place from product to the boat, and that all their providers have a commitment in place that they abide by the social regulations. The plant should be a mitigation plan in place for the social issues in the high-risk area.

Discussion: By-catch in a single landing - What would be the minimum requirements when allowing non IFFO RS approved raw material through as by-catch in a single landing?

Decision: Doing it per catch basis is an incentive of high grading and discarding at sea. The EU regulation says 9% and has certain rules for its application. Further work must be done on this point in order to get a reasonable number for landings at the factory.

Action: To further research on by-catch per landing in order to present draft requirements for by-catch per landing to the next IFFO RS GB meeting.

Discussion: Factory Audit Non-conformity grading - How many Minor non-conformances makes a major? How many major makes a critical? Is this needed if the closing of non-conformities is within 28 days after the date of the audit for all types of non-conformities except Critical?

Decision: To utilise the majority of clauses as an indicator, if 51% of clauses have non-conformances then that is the end of the audit. However, there should be some consultation with the auditors in order to see the frequency of this happening and how this could work.

Action: To further research non-conformity grading table in consultation with the auditors and to present to next IFFO RS GB meeting.

Discussion: Fishery assessment procedures - To review the fishery suspension/withdrawal procedures in order for that suspension to be for the country and not the whole fishery that involves other countries.

Decision: From a biological point of view, the one losing will be the fishery. Therefore, no changes on the suspension/withdrawal procedures for now.

LUNCH

IFFO RS CoC Standard revision

An update on the relevancy of the IFFO RS CoC standard was provided.

Decision: It is important, for good practice, increase of robustness in the traceability criteria and enhance its credibility within the value chain, to review IFFO RS CoC current version to produce IFFO RS CoC V2.0

Action: *To start the review Process and development of the new version of the IFFO RS Chain of Custody Standard.*

IFFO RS Improvers Programme

A list of proposed changes to the IFFO RS IP procedures was presented to the IFFO RS GB. In addition, it was announced that IFFO RS Ltd is actively looking for a new member of staff that will be in charge of the IFFO RS IP amongst other things.

Decision: All proposed changes to IFFO RS IP procedures are accepted by the IFFO RS GB.

Action: *To applied the proposed changes to the IFFO RS IP procedures*

Discussion: **The current IFFO RS IP Acceptance Committee is formed by DL, DLb, PH, DP, AD, TBL and has FA as interim Chairman. NAu was proposed to become IFFO RS IP Acceptance Committee Chairman.**

Action: *BLH to discuss internally in SFP (if possible conflict of interest) for final confirmation of his acceptance to participate in the IFFO RS IP Acceptance Committee.*

Action: *To elect IFFO RS IP Chairman once reviewed and updated procedures and ToR are ready. NAu is a candidate for Chairman.*

Update on the milestones achievements required to maintain acceptance to the IFFO RS IP for Panama was provided. Other projected developments such as India (Indian oil sardine FIPs in two areas of India), Ecuador, Vietnam (Ben Tre FIP) and Mauritania with its recent announcement of an implemented FIP were given.

Action: *To continue with the developments of the proposed IFFO RS IP projects.*

NOAA Project

The aim of the recent NOAA workshop held in Bangkok between the 24th and 27th of April 2017 was to introduce and summarise international approaches and norms for multispecies and ecosystem management, and examine the reliability of a common approach to estimate MMSY (i.e. fitting aggregate species production models). The

workshop also provided the opportunity to apply these approaches in the fishery management planning process in Thailand, Vietnam and Myanmar. The outcomes from the workshop were:

- “What does a responsibly managed multispecies fishery look like?” An answer with international backing is likely to take many years to reach, and could be very difficult to fit around existing international law.
- Thailand has shown progress towards responsible fisheries management in the last months.
- Thailand Vietnam and Myanmar has produced fisheries data for consideration. However, Myanmar is data limited.

Action: To send a summary report of the NOAA workshop to the IFFO RS GB

Strategy Review

JS was introduced by AJ to give an update on the developments of the IFFO RS Strategy Review agreed at the previous Board meeting. JS showed a list of answers from a questionnaire produced for the IFFO RS GB members and for the attendees to the strategy review workshop held on 1st May in order to obtain some of the views of the stakeholders onto which direction do they think the IFFO RS Certification Programme should go. He then presented some of the development options, risks, short term priorities, the focus of further work and the project timeline.

Action: JS to send Strategy Review questionnaire to the IFFO Board.

Discussion: JS should be invited to the next IFFO RS GB meeting to present the final report. It is important that the Board discusses the Strategy but not in the Board meeting but on a separate meeting. It will be useful to held the next meeting over two days (1-day discussion on Strategy Review and the 2nd day is the IFFO RS GB meeting).

Decision: JS should participate on coming meetings and all members agreed that next meeting will take place over two days (1-day discussion on Strategy Review and the 2nd day is the IFFO RS GB meeting).

Action: To organise a two-day meeting for discussion on Strategy (JS to present results, Board discussions on results and then Board discussion on direction) and for the next IFFO RS Board meeting.

Discussion: Carbon foot print is also an issue that is very important to be considered for the future. In addition, it is an added value to the standard.

Decision: All agreed

Action: JS to consider Carbon foot print as an item for analysis into the strategy review.

Decision: JS should be able to have an understanding of the different group of stakeholders. Aquaculture standards may see us for supply of raw material, the market see us as an insurance for example. IFFO RS should bring STGs into the framework assessment of the strategy review.

Action: To consult other type of stakeholders such as other retailers, other standard holders such as MSC, Global Gap and other NGOs with a different perspective for the strategy review.

ISEAL Up-date

Monitoring and Evaluation System (M&E)

An overview on the development of the IFFO RS M&E development with timeframes was provided. The development and implementation of a robust M&E will be by October 2017.

Discussion: ISEAL membership via its M&E will incur in project and communication costs and therefore a raise in the administration fees for the standard should be considered.

Decision: The budget for 2017 has been approved so the cost revision should be effective for 2018.

Action: To review costs implications to consider for 2018 budget. To present and propose an increment for next IFFO RS GB meeting.

Membership process and time frames

An update on the membership process was provided and it was proposed that IFFO RS Ltd once the M&E project is ready to submit the full application in order to obtain membership by Q2 of 2018.

Decision: All agreed.

ASC feed standard Update

An update of the ASC feed standard developments was provided and how IFFO RS is working together with them. The ASC feed standard is not finished yet but it is proposed that IFFO RS and the IFFO RS Improvers Programme will be recognised. The proposed time for launching will depend on the agreement of the various meetings the ASC will have but it is aimed to be around Q1 of 2018.

AOB

No AoB

Next meeting

It was proposed for the next IFFO RS Board meeting to be held over a period of two days. The proposed place and date are London on 10th and 11th October 2017. Tuesday 10th October will be the Strategy Review discussion meeting and the Wednesday 11th October will be held the 2nd IFFO RS Governance Board Meeting.

Close

Meeting closed at 15:00

Action Point	Responsible	Status
To send IFFO RS Board presentation in pdf format to all IFFO RS Board members	FA	Complete
To send the IFFO RS update handouts in pdf format to all Board members	FA	Complete
To update the proposed changes and to remove the wording “and observers” from point 3.1	FA	Complete
To include a definition of officer into the IFFO RS GB ToR	FA	Complete
To formalise the inclusion of NAu as a member of the IFFO RS GB.	AJ/FA	Complete
To report back to the IFFO Board the decision of not increasing the number of representatives	HS/AM	Complete
To consider the word region instead of country for future revisions of the IFFO RS GB ToR.	IFFO RS GB	Ongoing
To produce Directors Appointment Committee Terms of Reference and send to the IFFO RS GB for revision.	FA	Completed
To contact PA and to communicate the IFFO RS GB decision of keeping him in the board with the condition that he will need to attend the next board meeting.	FA	Complete
To contact all proposed candidates mentioning the opportunity to join the IFFO RS GB.	FA/AJ	Complete
To formalise the candidates’ introduction into the IFFO RS GB in order to have some of them acting as Board members by the next meeting.	FA	Complete
To approach both possible Asian candidates indicating the IFFO RS GB intentions and to request their CVs for further discussion.	DLb/AJ/FA	Ongoing
NAu to forward a retailer’s contact details to IFFO RS Secretariat as an option for a seat at the IFFO RS GB	NAu	Complete
Review of budget, identify items that cannot be budgeted for	FA	Completed

To introduce a quarterly budget into IFFO RS Ltd.	FA	Completed
To review meetings budget after Strategy Review is finalised	FA/AJ	Completed
To produce a simple guide to the IFFO RS Fishery Assessment	FA	Completed
To launch IFFO RS V2.0 in July 2017	FA	Completed
To form a group of experts from the SE Asia region to help advice in the development of the multispecies component for the IFFO RS Standard	DLb/FA/AJ	Ongoing
To trial HRRTS and MSC labour guidelines for its introduction into the IFFO RS Standard at fishery level.	FA	Ongoing
To involve Seafood task force in Thailand into the IFFO RS social component process.	FA/DLb	Ongoing
To further research on by-catch per landing in order to present draft requirements for by-catch per landing to the next IFFO RS GB meeting	FA	Ongoing
To further research non-conformity grading table in consultation with the auditors and to present to next IFFO RS GB meeting.	FA	Ongoing
To start the review Process and development of the new version of the IFFO RS Chain of Custody Standard.	FA	Ongoing
To applied the proposed changes to the IFFO RS IP procedures	FA	Ongoing
BLH to discuss internally in SFP (if possible conflict of interest) for final confirmation of his acceptance to participate in the IFFO RS IP Acceptance Committee.	BLH	Completed
To elect IFFO RS IP Chairman once reviewed and updated procedures and ToR are ready. NAU is a candidate for Chairman.	IFFO RS IP AC	Completed
To continue with the developments of the proposed IFFO RS IP projects	FA/AJ/DLb	Ongoing
To send a summary report of the NOAA workshop to the IFFO RS GB	FA/AJ/DLb	Completed
JS to send Strategy Review questionnaire to the IFFO Board.	JS	Completed
To organise a two-day meeting for discussion on Strategy (JS to present results, Board discussions on results and then Board discussion on direction) and for the next IFFO RS Board meeting.	FA	Completed

<p>JS to consider Carbon foot print as an item for analysis into the strategy review.</p>	<p>JS</p>	<p>Completed</p>
<p>To consult other type of stakeholders such as other retailers, other standard holders such as MSC, Global Gap and other NGOs with a different perspective for the strategy review.</p>	<p>JS/AJ/FA</p>	<p>Completed</p>
<p>To review costs implications to consider for 2018 budget. To present and propose an increment for next IFFO RS GB meeting.</p>	<p>FA</p>	<p>Completed</p>

