



IFFO RS Limited

IFFO RS Governance Board Raw Materials (Fisheries) Peer Review Committee (FPRC)

TERMS of REFERENCE (ToR)

IFFO RS Governance Board utilizes the skills of a Fisheries Peer Reviewer Committee (FPRC) to review the consistency of the Fishery Assessment decisions of the Certification Bodies and to assist with the assurance and development of the IFFO RS approved raw materials assessment mechanism to ensure that only credible raw material fisheries are approved for use in the IFFO RS standard for the global marine ingredient manufacturing industry.

The FPRC is an objective-based 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 PR SC are as follows:

The function of the FPRC is to develop the IFFO RS PR assessment, and acceptance mechanisms relating to this raw material approval programme and 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:

- Support the development and implementation of a credible and robust assessment and approval programme for raw material used by the global marine ingredient manufacturing industry that seeks to gain certification to the IFFO RS Standard
- The raw material approvals mechanism will provide assurance to the supply chain that all raw material approved for use in the IFFO RS programme is sourced from a responsibly managed fishery, which has no documented risk of IUU activity within it.

Key Activities:

- To develop and keep the FPRC approval mechanism procedures for the IFFO RS Fisheries assessments under review to confirm their relevance to current practice and market requirements.



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- 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
- Based on applicant fishery, and environmental issues, provide knowledge and guidance that will contribute to accurate interpretation and alignment of the fisheries peer review for approval 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 fisheries peer review approval mechanism.
- Provide input and advice on documents prepared on the FPRC interpretation of the fisheries peer review approval criteria and supporting IFFO RS peer review guidance documentation used in the assessment of fisheries and by product fisheries as the IFFO RS certification programme develops and evolves.
- Monitor any changes to the relevant Normative Reference documents or newly issued FAO guidance relevant to fishery assessment or legislative documentation that are used in the IFFO RS certification programme and incorporate the required amendments into the fisheries peer review acceptance criteria.

Constitution

The FPRC 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 FPRC will be composed of up to 6 voting members plus a Chair. It is not a requirement to appoint all members of the FPRC from the outset. The FPRC's Chair will be elected by the appointed members of the FPRC 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 FPRC. The Chair shall have a term of 12 months. After this term the FPRC will have the opportunity to re-elect or choose another Chair. IFFO RS Ltd will act as the Secretariat to this FPRC.

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



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The FPRC'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 FPRC members.

Rules of Procedure for the FPRC

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

- any member of the FPRC 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 FPRC;
- The Chair may replace a member if the member fails to attend meetings or feedback on the development process of the FPRC regularly.

FPRC 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 FPRC.

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 FPRC 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 FPRC 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 FPRC but they shall not be entitled to vote.



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Most review meetings will be done via email. However, it is anticipated that members of the FPRC may be asked to meet, either in person or via teleconference if required.

Confidentiality and Conflict of Interest:

Members of the FPRC are appointed to support the objectives of the IFFO RS fisheries peer review 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 if 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 FPRC 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 FPRC, 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 FPRC of the IFFO RS Governance Board.

Name: _____ Date: _____

Title: _____

Signature: _____



ANNEX 1

Conflicts of Interest Declaration Form

As a member of the IFFO RS Fisheries Peer Review 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 GB 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 _____