Terms of Reference (ToR) for the BIM CQA Technical Advisory Committee (TAC)

August 2017

To achieve and maintain GSSI Recognition

This revision and review of the BIM Certified Quality Aquaculture (CQA) Standards is restricted in its scope to address some improvement of grammar, removal of repetition and improve specificity of some clauses to address and to better facilitate the ability to meet benchmarking standards such as the Global Seafood Sustainability Initiative (GSSI). It is expected that the Standard will be made more explicit in areas relating to biosecurity and Chain of Custody. The revision period will span between August 2017 and May 2018.

The new 1.1 Versions (Farm and Processing Standards) will be in consultation phase until April 2018. The current CQA V1 Standards remain relevant until formal notification and transition periods have been announced.

The scope of the proposed V1.1 CQA Standards will remain unchanged and the geographic application (Ireland) will remain unchanged.

The members of the TAC shall be balanced and represent the views and interests of industry, NGO, and government/academia.

CQA TAC Terms of Reference

1. Manage the Standard Development processes underlying the Certified Quality Aquaculture Scheme to Achieve *Global Sustainable Seafood Initiative* (*GSSI*) Recognition, as directed by the CQA Oversight Committee.
2. Review and develop standards for specific species and reflecting the development and need in the Irish aquaculture industry based on BIM's larger view and strategy, and to meet GSSI Essential Components.
3. Improve the standards and include more explicit performance metrics or clearer specifications, as necessary.
4. Review, revise and vote on the technical changes made in the standard/s under revision. In situations where unanimous agreement cannot be reached, a minimum of 75% of the votes are required to confirm a specific revision. In case of one or more absentees during TAC meetings, the majority of votes by those present will be needed to confirm a specific revision.
5. The TAC Chairpersons shall act impartially in maintaining the orderly conduct of committee meetings and processing committee input.
6. The TAC Chairman, with support from the CQA Programme Lead, shall provide the CQA Oversight Committee with draft standards for voting and approval.

Standard Development Process and CQA TAC Key Tasks

a. The CQA Oversight Committee requests standard changes from the TAC.

b. The CQA Programme Lead (i.e. Vera Flynn) coordinates with the Oversight Committee Chairperson to call upon the TAC for setting, reviewing, revising and assessing standards.

c. The TAC meets and carries out standard development work prior to returning a revised committee draft to the Oversight Committee for initial review.

d. Following this initial review, the CQA Programme Lead formalises the draft Standard/s and releases the document for a 60 day Public Comment and Review period.

e. The comments and input received are considered and addressed by the TAC based on their Terms of Reference and applicability to wider standard development objectives and remit.

f. The TAC revises the standard/s draft and completes final draft.

g. The final Standard draft is forwarded to the Oversight Committee for review, voting and acceptance. At least 75% of the Oversight Committee must vote to confirm acceptance.

h. If changes or revisions are needed the Oversight Committee can cycle back to the TAC for another round of revision and step *g* is repeated again.

i. Standard is approved by the Oversight Committee and the changes are communicated to the BIM CEO and BIM Board.

j. The CQA Oversight Committee forwards the Standard/s to CQA Program Lead for implementation.

k. The Standard is submitted to the Accreditation Boards and Certification Bodies for adaptation and implementation.

l. The Certification body notifies all the certified parties of the changes in standard's requirements and that they are given 1 year to become compliant with the most current standard requirements.