

MINUTES ASC FEED PROJECT

Meeting #2 (Teleconference)

Date: 24 January 2014

Place: Teleconference

Attendances: Ally Dingwall (AD), Andrew Jackson (AJ), Bas Geerts (BG), Blake Lee-Harwood (BLH; chair), Chris Ninnes (CN), Daniel Fegan (DF), Duncan Leadbitter (DL), Karl Tore Maeland (KTM), Michael Philips (MP), Michael Tlusty (MT), Michiel Fransen (MF), Niels Alsted (NA), Piers Hart (PH), Tor Eirik Homme (TEH).

Apologies: Eduardo Goycoolea (EG), Trygve Berg Lea (TBL)

Observer(s): Valeska Weyman (VW), Daniel Lee (DLe), Robert Lefebure (RL)

1. Opening, round of introductions, confirmation agenda

Meeting opens at 12:04 CET-time. All present SC-members plus observers introduce themselves. Agenda for the meeting is approved.

2. Defining quorum rule

Decision: It is agreed that quorum for a Steering Committee Meeting is defined as 5 votes of listed voting members are present in person or through electronic means. Written proxies submitted to the Chair prior to the start of the meeting shall count toward quorum.

3. Approval of minutes SC-meeting 31st October 2013

Discussion: relating to the possibility of having MSC on the Steering Committee not being mentioned in the minutes.

Decision: Minutes of 1st SC-meeting (31st October '13) reviewed and approved.

Action: MSC will apply in person for a SC position during the next steering committee face-to-face meeting.

4. Review of current activities

Discussion: Projects' action item list is reviewed.

Action: Open and pending activities are closed before next SC-meeting. Action points following this meeting will be added.

5. Scopes for white papers

DL presented a paper bundling the main points raised in the drafted scopes. These will serve as Terms of Reference for the white papers.

Discussion: To what level of detail should these white papers be?

Decision: the Terms of Reference as drafted should give enough depth to give Technical Working Groups (TWG) and descent start.

Discussion: Are non-marine sources possible as "responsible"?

Decision: to explore possibility to use LCA as a tool within this project. LCA will be a separate Technical Working Group .

Action: ASC will find contact persons for this TWG.

6. Steps to establish Technical Working Groups

ASC presents the presentation lining out the proposed action plan for the TWG formation.

Discussion: How many TWGs can one organization join?

Decision: If participants are available and suitable for TWGs, then one organization can participate in several TWGs.

Discussion: Is there communication between the TWG's?

Decision: As much as possible. The SC-members participating in the TWGs will play a vital role in this.

Discussion: How to provide guidance on TWG?

Decision: It is agreed that the TWG's will have milestones to work to as well as internal communication back to the SC.

Action: ASC to provide clear milestones to TWG's on activities. Furthermore a clear line-out of standard and scoping of TWG work is to be provided by ASC.

7. Proposed content framework for the ASC Feed Standard

Framework is presented by BLH.

At this stage no comments are received on this framework.

8. Logistics

Discussion: when are next SC-meeting?

Decision:

- SC-meeting dates (face-to-face): one around Brussels Expo and one around IFFO annual conference (Vancouver).
- SC-meeting dates (teleconference): two between the Brussels meeting the Vancouver meeting.

Action: ASC will send out Doodle dates.

9. A.O.B.

Discussion: a detailed budget overview is requested.

Action: ASC will follow-up.

Discussion: more Asian feed suppliers are needed within the SC.

Action: both the SC and ASC will reach out to Asian Feed Suppliers.

10. Closing

Meeting closed at 13:29 CET-time.