

## **ASC Responsible Feed Project – Steering Committee**

### **Terms of Reference**

*Version: 1.0 (September 2013)*

#### **Background**

Farmed seafood species need feed in order to complete their growing cycle. Whilst feed is an essential element in aquaculture; it can be a major contributor to the overall environmental impact of this industry. In the current set of ASC Farm Standards feed is covered in a separate principle. However, this principle embodies too little to form a consistent “ask” from the aquaculture feed industry as well as that there are inconsistencies between the standards.

The ASC has started a three year project to create a new, globally applicable, ASC Feed Standard. This Standard will harmonize the feed principle in ASC’s Farm Standards as well as explore possibilities for harmonization with Standards from other Certification Programs (GLOBALG.A.P., GAA/BAP, IFFO, etc.).

The Feed Standard will set out requirements to enable farms to comply with the ASC Farm Standards and for the aquaculture feed industry to operate on a more environmentally sound and socially responsible basis.

The project will introduce consistency into the way in which the aquaculture feed industry is expected to address sustainability and social responsibility issues concerning feed.

A consultant has been contracted to advise the ASC on the abovementioned set of requirements for Feed Standard draft 0.0.

#### **Scope**

The ASC has established a Steering Committee for this project that will provide management oversight in its broadest sense. This document emphasizes the need for the Feed Standard to be:

- Created by a broad and diverse set of stakeholders
- Based on consensus
- Developed through a transparent process
- Science-based
- Measurable and performance-based

#### **Terms of reference**

The Steering Committee will be a decision making body and be made up of approximately 8-9 people. Committee members will be expected to commit the time required to provide effective leadership for the project (estimated to be two (2) in-person meetings and five (5) phone meetings per year).

The following activities fall under the responsibility of the Steering Committee:



Aquaculture  
Stewardship  
Council

- Provide overall management oversight of the Feed Project;
- Report to the Technical Advisory Group (TAG) of ASC;
- Draw membership for the Technical Working Group from a balanced multi-stakeholder pool;
- Supervise pilot-audit period of the Feed Standard and the Audit Manual.

### **Membership**

Members of this Steering Committee are expected to be available and willing to share relevant knowledge and expertise on related feed aquaculture issues, and actively participate in contributing solutions. Members must demonstrate affinity with the ASC's objectives.

The membership of the Steering Committee must reflect a balanced representation of areas of relevant expertise and background.

The Steering Committee has the prior approval in writing of the ASC Supervisory Board in accordance with the ASC Deed. The Steering Committee will select from among its members a Chair who will be main point of contact with the Executive and the ASC Technical Advisory Group.

### **Decision-making**

The Steering Committee has a mandate to provide strategic project oversight that will enable the Secretariat to make related, day to day management decisions.

### **Reaching consensus**

The primary process for making decisions is through consensus. If consensus is not reached, the Steering Committee will adopt a decision-making process of supermajority voting, as outlined below:

- At least two stakeholder groups will be identified (e.g., profit/not for profit)
- Each stakeholder group will have equal weighting when votes are taken
- A defined problem statement and proposed solution (or multiple statements and proposed solution) will be agreed on by the stakeholder groups. To pass, the proposed solution must achieve at least an 80% majority in each stakeholder group.
- The decision to move to voting from consensus will be based on a proposal made by a Steering Committee member from one stakeholder group that is supported by a member from an alternative group.
- The view of the losing minority will be recorded in the record of the meeting and may be further considered by the ASC's TAG when concluding recommendations are presented to the ASC's governance.

### **Meetings**

The ASC strives to work in a cost and time efficient manner and has a strong preference to work primarily via teleconference and e-mail. If attendants come from different time zones the participants will determine meeting times in such a way that all participants can attend at convenient times. In person meetings are part of this project.

**Reporting requirements**

The Chair shall keep minutes of all proceedings at meetings of the Steering Committee, including the names of those members of the Steering Committee present at each such meeting, consensus views and, when appropriate, majority and minority views of the Steering Committee.

**Expenses**

Upon request and at the discretion of the ASC, members of the Steering Committee may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the Steering Committee or otherwise in connection with the discharge of their duties. All expenses must be presented in accord with the ASC requirements for the submission of such information.

**Whistle Blowing Policy**

The ASC has a whistle blowing policy for its staff and members of its government bodies. This can be found at the ASC-website: [www.asc-aqua.org](http://www.asc-aqua.org). If applicable, members of the Steering Committee can make use of this policy.