

# Meeting Minutes

## ASC 5<sup>th</sup> Technical Advisory Group (TAG) meeting

- 5 Date: Tuesday 10 January 2012, 9:30 ~ 11.00 CET
- Location: Teleconference
- Present: Peter Cook, Flavio Corsin, Petter Arnessen, Michael Tlustly, Bas Geerts, Neil Simms, Anne Laurence Huillery
- Absent: Sabine Daume, Sandra Shumway, David Bassett, Dominique Gautier, Leo van Mulekom, David Jarrad, Sian Morgan, Daniel Fegan, Jay Ritchelin,
- 10 Minutes: Bas Geerts
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### AGENDA

- 15 1) **DECISION** : Approval agenda TAG meeting 13/14 Dec, Amsterdam (**notes attached**)
- 2) **UPDATE** : ToR / Whistle Blowing Policy
- 3) **UPDATE** : Chair / Vice Chair / SB reps - update
- 4) **UPDATE (by ALL)** : Action Item list, with a focus on the following items: (**TAG Action list attached in 2 formats: pdf and excel**)
- 20 a. #23 Nominations Chair / Vice Chair - open till 16 Jan
- b. #25 / #31 voting tool - will be done via e-mail
- c. #29 Nominations SB reps - open till 16 Jan
- d. #41 Project Group Certification → will TAG handle this (review, field-testing, revision etc.)? Will TAG delegate this to TWG-CA? Will we need to establish new TWG?
- 25 e. #55 Unit-of-certification - open till 9 Jan
- f. #58 Feedback on Cert/Accred document - (deadline 25 Dec 2011)
- g. #61 sending revised Cert/Accred doc, based on TAG meeting 13/14 Dec – done 20 Dec 2011
- h. #62 / #63 motion to SB (3 yrs' validity)
- i. #64 final approval Cert/Accred. Doc.
- j. (*If time allows we can also go through other, less-critical action items*)
- 30 5) Time line to launch
- 6) **A.O.B**

### INPUT PAPERS

- 35 • E-mail with agenda (as above) as sent Friday 6 January 2012 17:06
- ASC\_TAG\_Action\_list\_20120106.pdf
- ASC\_TAG\_Action\_list\_20120106.xlsx
- ASC 4TAG meeting notes Amsterdam Dec 13-14 vs20111222-DRAFT.pdf

### NOTES

- 40 The meeting opens at 09.30hrs.  
Agenda approved by group.

#### 1. Approval Meeting Notes TAG-meeting 13/14 Dec., Amsterdam

- 45 An update is given to the group that minor remarks were sent to him by some members of TAG.

ACTION: This will be incorporated and send around revised DRAFT notes for approval.

ACTION: TAG members to react within 2 weeks after receiving DRAFT meeting notes

***If no remarks received → meeting notes will be approved after these 2 weeks***

ACTION: Chatham House rules are applied and published meeting notes at ASC website

50 **2. ToR / Whistle blowing policy**

updates group on ToR:

- Remarks were received and will be incorporated in revised draft ToR
- Whistle blowing policy will be arranged differently → ASC decided to develop an organization-wide Whistle Blowing policy (WBP), which would apply to all individuals in all bodies within the ASC-governance structure (TAG, SAG, TWGs, Supervisory Board, Executive Board)
- ASC had an external lawyer provide a first draft WBP, but this approach is too extensive for the ASC in this phase: the ASC organization will not be able to deliver on the necessary steps if need would arise.
- ASC will revise the proposal into a model which will work for the ASC in the initial phase.

60 ACTION: the revised final draft of ToR will be shared with TAG (a.s.a.p.)

ACTION: TAG members to react within 2 weeks after receiving final draft ToR

***If no remarks received → ToR will be approved after these 2 weeks***

ACTION: the TAG-approved ToR will be proposed to SB for final approval

ACTION: the SB-APPROVED will be posted ToR at ASC website

65 ACTION: The revised proposal Whistle Blowing Policy will be shared with TAG (a.s.a.p.)

**3. Chair / Vice Chair / SB reps**

updates group on nominations:

- Some TAG members have already send in their nominations for various positions
- Other TAG members are encouraged to send in their nominations (deadline 16 Jan)
- Related, follow-up actions see Action List (#23 to #28 and #29 to #34)

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**4. Action Item list**

**a. #23 Nominations Chair / Vice Chair** → (see agenda item 3, above)

75 **b. #25 / #31 voting tool** → given the fact the group only consists of 15 people, it has been decided to vote via e-mail.

ACTION: The voting procedure will be send out prior to TAG-members prior to the actual voting

**c. #29 Nominations SB reps** → (see agenda item 3, above)

80 **d. #41 Project Group Certification** → (1<sup>st</sup> draft prepared by external consultant) TAG decided it would establish a new, dedicated, temporary Technical Working Group (TWG) on Group Certification (TWG-GC) with members who have relevant expertise. E.g. with group certification programs of other schemes

85 ACTION: A set up of competencies, experience for potential members will be drafted of TWG-GC and share with TAG

ACTION: TAG to provide feedback on draft competencies, experience for potential members of TWG-GC

ACTION: a call for nominees will be posted at the ASC website (and ASC e-newsletter? – not discussed

90 ACTION: ALL to propose qualified nominees from their network

ACTION: TAG to develop project plan & to lead this TWG-GC (ASC executive staff can support)

**e. #55 Unit-of-certification**

95 An update is given to the group that input has been sent to ASC by most members of TAG.  
TAG also discussed that growing definitions of Unit-of-Certification may differ from species to species, which may have consequences. This is something which will not be easy to harmonize given the different realities in different farming environments of the different species. After some discussion group concluded it will be looking at the comparison of the definitions of Tilapia and Pangasius first and look at the definitions used for other species after..

100 ACTION: These definitions will be, with an initial focus on Tilapia and Pangasius. If differences are small, we will proceed with definitions 'as is'. If alarming, it will be presented to TAG for further technical advise.

**f. #58 Feedback on Cert/Accred document**

105 An update is given to the group that input has been sent to him by most members of TAG.  
An update is given to the group the document has also been shared (in parallel) with TWG-CA for additional advise. TWG-CA had a fruitful (telco-)meeting on 5 Jan 2012 during which the advise was further discussed.

ACTION: All input received from the group will be discussed (this week, call 11 Jan to discuss possible timing)

110 ACTION: The documents will be revised where appropriate (a.s.a.p.)

ACTION: The document will be shared, final draft version, with TAG for technical final approval

ACTION: The TAG-approved document will be send to SB for final approval

**g. #61 sending revised Cert/Accred doc, based on TAG meeting 13/14 Dec**

This was done 20 Dec 2011

115 **h. #62 / #63 motion to SB (3 yrs' validity)**

Some discussion on the surveillance audits. This was also discussed with TWG-CA (on 5 Jan). Their strong advise is:

1) adopt the validity period of 3 years (advantages e.g. less burden on internal procedures at CABs, same time-lines with CoC-certification)

120 2) CAB to check on all requirements during (2) surveillances in first certification period.

Evaluate after first year(s) and revise procedure where needed.

125 TAG also discussed that growing cycles differ considerably per species, which will have consequences for planning surveillances and re-audits. After some discussion it was decided the current wording will allow ASC to launch. If – in practice – it appears it doesn't function as envisioned it will be looked at.

**i. #64 final approval Cert/Accred. Doc.**

See item 4.f. above

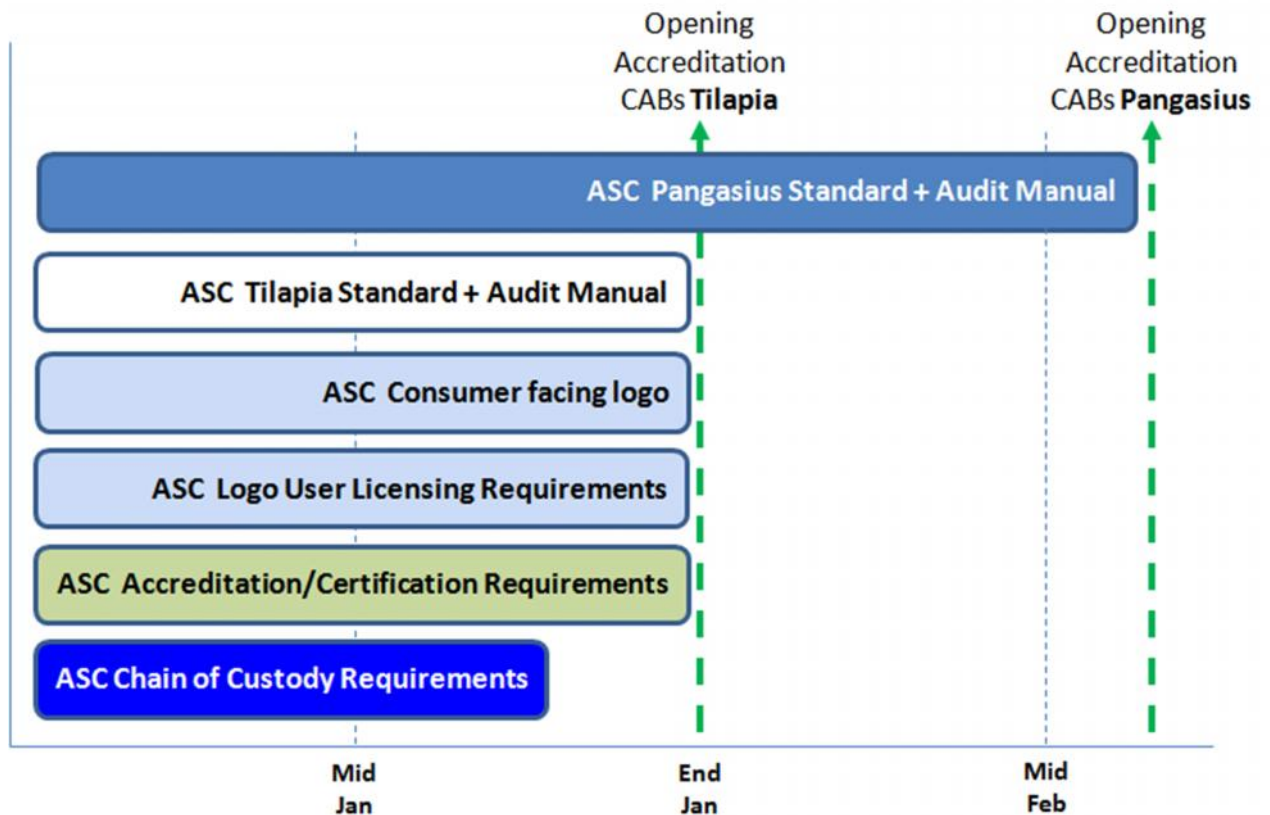
**j. (If time allows we can also go through other, less-critical action items)**

130 **5. Time line to launch**

Planning, graphically shown:



Aquaculture  
Stewardship  
Council



- 135 6. **A.O.B.**  
The Brussels TAG Meeting has been scheduled for Mon 23 and Tue 24 April (back to back with ESE, 2012). It is proposed to not have a TAG meeting day at 24 April,
7. ACTION: A Doodle planning tool will be send out to TAG (check availability 22, 23 and 24 April) – done (10 Jan)
- 140 ACTION: ALL to indicate their preference via: <http://www.doodle.com/avkg2n7hzwmb7muv>

Meeting was closed 11.00hrs CET.