

ASC Standard Setting Procedure

This document is publicly available on the ASC website.

Comments are welcome and appreciated.¹

Document history

Version	Effective date	Description of amendment	Affected section/ page
1.0	17.11.2014	New document	n/a

¹ Form for submitting comments is in Annex 1

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1. Introduction

The Aquaculture Stewardship Council (ASC) is an independent not for profit organisation founded in 2010 by World Wildlife Fund (WWF) and the Dutch Sustainable Trade Initiative (IDH) It aims to be the world's leading certification and labelling programme for responsibly farmed seafood.

The ASC's primary role is to manage the global standards for responsible aquaculture that the WWF Aquaculture Dialogues have been developing and that are being developed by the ASC itself. All ASC's standards have been developed following the ISEAL Code of Good Practice for Setting Social and Environmental Standards (Standard Setting Code) and FAO Guidelines.

The ultimate goal of all ASC standards is to reduce the environmental and social impact of aquaculture worldwide.

ASC vision and mission

The vision of the Aquaculture Stewardship Council (ASC) is a world where aquaculture plays a major role in supplying food and social benefits for mankind whilst minimizing negative impacts on the environment.

The goal of the ASC is to transform aquaculture towards an environmentally and socially responsible food source. ASC aims to achieve this by promoting standards for best environmental and social aquaculture performance and rewarding responsible farming practices through standard setting and certification.

2. Purpose

This procedure sets out steps for assuring quality and credibility of standard setting activities that are implemented by the ASC and its relevant bodies.

3. Scope

This procedure applies to all standards that ASC as an independent standard setting organisation creates anew. It also applies to all existing standards that ASC receives from external sources like WWF Aquaculture Dialogues (ADs) and administers. Process-wise, it covers new standard development, review of existing standards and revision thereof, if so is decided.

Requirements for implementation of the standards (i.e. for accreditation and certification) are set in a separate document – Certification and Accreditation Requirements (CAR).

4. Referenced documents

- 4.1 The Deed of the ASC Foundation
- 4.2 [ISEAL Standard Setting Code v5.0](#)
- 4.3 [FAO Technical Guidelines on Aquaculture Certification](#) (2011)
- 4.4 ISO IEC Guide 2: 2004 Standardization and related activities — General vocabulary
- 4.5 [ASC Complaint Procedure v1.0](#)
- 4.6 [Supervisory Board Regulations_20110421](#)
- 4.7 [Terms of Reference Technical Advisory Group v.1.0](#) (September 27, 2012)

5. Terms and definitions

For consistency and convenience, some of the terms in this procedure are adopted and/ or adapted from the ISEAL Standard Setting Code as well as the ISO/ IEC Guide 2:2004.

- 5.1. **Consensus:** General agreement characterized by the absence of sustained opposition to substantial issues by any important stakeholder group.

NOTE – Consensus should be the result of a process seeking to take into account the views of interested stakeholders, particularly those directly affected, and to reconcile any conflicting arguments. It need not imply unanimity (ISEAL Standard Setting Code v5.0).

- 5.2. **Consultation:** Process of seeking stakeholder input.
- 5.3. **Stakeholder:** Individual that has an interest in or is affected (directly/indirectly) by any decision and activity of the ASC.
- 5.4. **Standard:** Document that provides, for common and repeated use, rules, guidelines or characteristics for products or related processes and production methods, with which compliance is mandatory once a facility decides to be certified against it (adapted from ISEAL Standard Setting Code v5.0).
- 5.5. **Standard setting process:** A general term for activities that include standard development, standard review and standard revision. For every new standard to be developed or current one to be reviewed/ revised, a standard setting process is initiated.
- 5.6. **Standard development:** Activity of creating a new standard.
- 5.7. **Standard review:** Activity of checking a standard and analysing related comments and feedback received over time to determine whether it is to be reaffirmed, changed or withdrawn (adaptation of ISO Guide 2:2004, 9.4).
- 5.8. **Standard revision:** Introduction of all necessary changes to the substance and presentation of a standard, which will result in a new version of the standard (adaptation of ISO Guide 2:2004, 9.7).
- 5.9. **Terms of Reference (TOR):** Document specifying terms and conditions for operations of an organ within the ASC or for a project (i.e. new standard creation or review and revision of an existing standard).
- 5.10. **(ASC) Theory of change:** The causal pathway of change that ASC defines and undertakes to accomplish its mission and vision over time.

6. Governance structure and responsibility

- 6.1. **The Supervisory Board (SB)** is the ultimate decision-making body of the ASC. It takes the decision to develop a new standard or to revise a current one. The SB also approves the final version of any standards newly developed or revised, based on recommendations of the Technical and Stakeholder advisory groups.
- 6.2. **The Technical Advisory Group (TAG)** provides recommendations to the Supervisory Board on the use of standards and other technical issues, including (but not limited to) further development, modification and the technical and operational interpretation of the ASC Standards and the application of these interpretations.
- 6.3. **The Stakeholder Advisory Group (SAG)**, on behalf of major stakeholder groups of the ASC, provides recommendations on those topics that SAG believes should be brought to the attention of the Supervisory Board.
- 6.4. **The Executive Board (EB)** approves this procedure setting the stage for the standard related activities to be coordinated by the ASC Secretariat and implemented by relevant bodies (i.e. TAG, Steering Committees, Technical Working Groups, etc.). The EB also approves administrative changes to the standards.
- 6.5. **Steering committees (SC)** are established depending on the need of each standard setting process as defined by the TAG (TAG's TOR, article 6.1) and approved by the SB (TAG's TOR, article 6.5). The main responsibility of a SC is to provide management oversight of the entire process of developing/ revising a standard. SC members commit to the specific TOR for the SC to participate in the process. The SC will be dissolved once the standard is finalised and put into implementation.
- 6.6. **Technical Working Groups (TWGs)** are formed as deemed necessary by the TAG/ SC. They will provide to the process with valuable inputs on technical issues of the standard in question but not any political discussions related to the standard. Members of the TWGs commit to the specific TOR for the TWGs to participate in the process. The TWGs will be dissolved once the standard is finalised and put into implementation. However, two members of the TWGs may be appointed for a term of one year to support the ASC Secretariat in case clarification on technical issues is needed.

- 6.7. **The ASC Secretariat** coordinates and facilitates the entire process in terms of both logistics and content. For each standard setting process, a staff member is appointed to be the Coordinator and the central contact person.

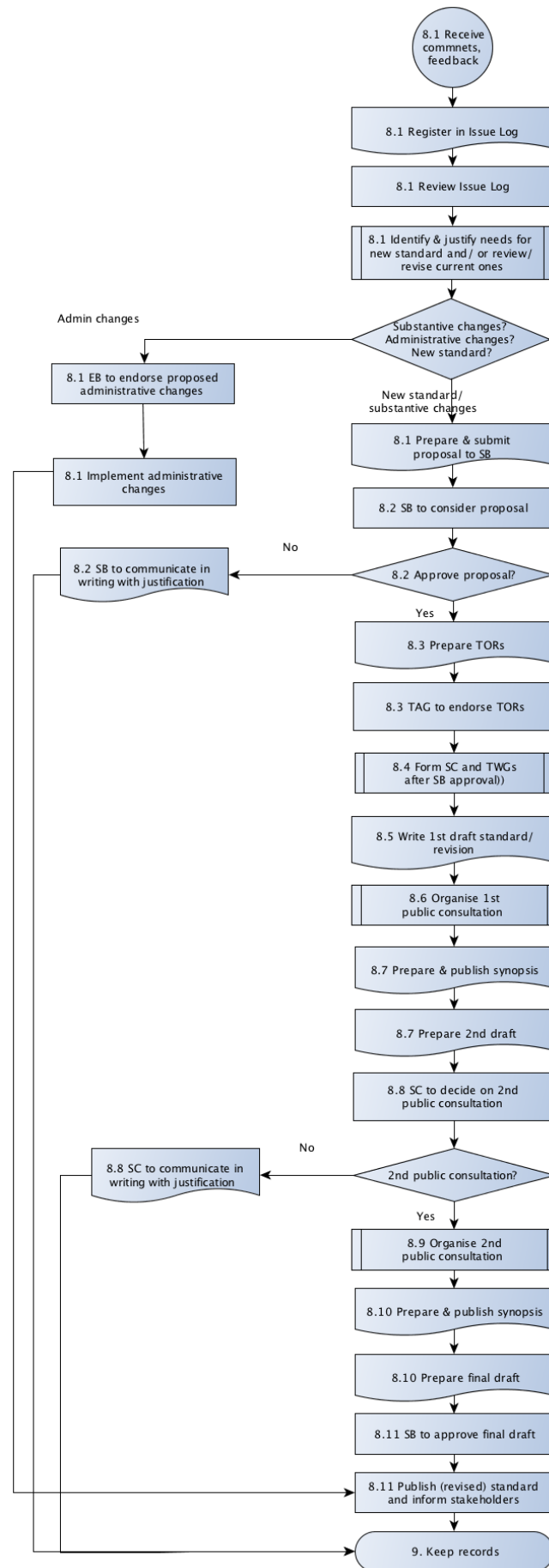
7. ASC guiding principles for standard setting

One of the ASC's strategies to achieve its mission and vision is its standards. Therefore, it is important that both the process of setting standards and standards themselves observe widely recognised credibility principles.

- 7.1 **Improvement** – The standards are reviewed and revised (as needed) every five years, at a minimum. This allows the ASC to incorporate learning from stakeholders' feedback and from the Monitoring & Evaluation (M&E) programme. Performance levels will be adjusted over time to reflect new data, improved practices and new technology.
- 7.2 **Relevance** – The standards focus on key social and environmental issues that have been collectively identified and agreed to be addressed by stakeholders through various dialogues. The ASC strives for science-based, metrics and performance-based requirements that are objectively verifiable. The standards' requirements are formulated in a way that facilitates consistent understanding.
- 7.3 **Rigour** – The standards are based on performance data from standards implementing facilities that represent the sector's best practices across different regions. The standards are based on *impact* (i.e. the issue that the ASC intends to minimise), *principle* (i.e. the guiding principle for addressing the impact), *criteria* (i.e. the areas to be focused on to address the impact), *indicator* (i.e. the measurement determining the extent of the impact) and *requirement* (i.e. the performance level that must be reached to determine if the desired impact is achieved).
- 7.4 **Engagement** – Multiple stakeholder groups are proactively engaged throughout the standard setting process, from the initial feedback through the decision-making stages. Final decisions are taken by the Supervisory Board, which is also multi-stakeholder.
- 7.5 **Transparency** – All information of the standard setting process is made publicly available on the ASC website. The information is up-to-date, including the TOR, synopsis of public comments, draft version(s) of the standards, and the final (valid) version of the standards.
- 7.6 **Accessibility** – The standards' requirements are not overly burdensome. The standards do not create obstacles to trade or exclude small-scale farms from market access. Standards and guidance documents are translated into different languages as deemed necessary.

8. Standard setting process

The process of setting standards at the ASC is summarised in the flowchart hereunder. The numbers in the boxes correspond to the detailed steps in this section.



8.1 Assess needs for new standard(s) or review/revision of existing one(s)

Input:

- Existing standards
- Issue Log (on existing/non-existing standards)
- Learning from M&E

Output: Identified and justified needs for new standard(s) or for early or regular review/revision of existing one(s).

Coordinated by: ASC Secretariat

- 8.1.1 Standards are reviewed for continued relevance and effectiveness in meeting their stated objectives at least every five years.
- 8.1.2 However, any interested stakeholder is encouraged to share their feedback, concern and proposal to develop a new standard or review/revise an existing one. Such feedback or proposal can be sent to the ASC contact detail as specified on the Comment submission form (Annex 13.1).
- 8.1.3 The sources of feedback and proposals include, but are not limited to, certified farms or facilities, auditors, learning from M&E results, ASC staff, and other stakeholders.
- 8.1.4 ASC staff members, who receive feedback and proposals from stakeholders via email, phone, or face-to-face meeting, will log them centrally in the Issue Log.
- 8.1.5 At a minimum once a year, the Standards & Certification Department reviews the Issue Log in a systematic manner in order to identify needs for standard development or early review/revision. Critical issues may be dealt with at any point in time in between the Issue Log review intervals.
- 8.1.6 The identified needs must be justifiable in terms of the standards objectives, free-of-redundancy and where reasonable must facilitate increased alignment with other standards schemes (e.g. GlobalG.A.P. and/or GAA).
- 8.1.7 Changes to the content of a standard will require the full process similar to that for new standards development as described in this Section 8.
- 8.1.8 Administrative changes (e.g. wording, presentation, lay-out, etc.) can be implemented by the Secretariat once having received endorsement by the EB.
- 8.1.9 Early review may be justified based on:
 - a. New scientific development and its adoption as best practice by industry
 - b. Information relevant to the Standards but not previously considered
 - c. Changes to the operational practices in the sector relevant to the Standards
 - d. Change in legislation where the ASC certification units are based
 - e. Significant change in the supply chain.
- 8.1.10 In any case, be it the need for a new standard, early or regular review or revision, the Secretariat prepares an elaborated proposal (with justification) and submits to the Supervisory Board (SB) for consideration and decision.

8.2 Consider the proposal

Input: Proposal including justification for early review/ revision or new standard

Output: Decision on new standard(s) to be developed or regular/early review of existing standard(s)

Decided by: Supervisory Board (SB)

- 8.2.1 The SB may consult with the TAG and the SAG to solicit their views on the proposal.
- 8.2.2 The decision is communicated to the TAG and the Executive Board/ASC Secretariat. After the approval the standard setting process will start as soon as reasonably possible.
- 8.2.3 If the SB does not approve the proposal, it must communicate its decision with explanation in writing to the TAG, SAG, EB and the ASC Secretariat.

8.2.4 The TAG will advise on the need for a Steering Committee (SC) or Technical Working Groups (TWGs) to be established.

8.3 Develop/ update Terms of References (TOR)

Input: Decision of the SB

Output: TOR is endorsed and made publicly available on the website

Coordinated by: ASC Secretariat

8.3.1 For a new standard a new TOR is developed. As for revision of an existing standard the current TOR (where applicable) needs to be updated.

8.3.2 The TOR (Annex 13.2) includes, but is not limited to the following:

- a. Proposed scope of the standard (e.g. species) and intended geographic application;
- b. Justification of the need for the standard or the review of it (as already written in the proposal submitted to the SB in the above step 8.1);
- c. Sustainability issues that the standard seeks to address and the linkage between this and the ASC theory of change;
- d. Assessment of possible unintended consequences from implementing the standard, factors that could have a negative effect on ASC's ability to make the change, and possible measures to address those factors and consequences;
- e. Key stakeholder groups, their interest/concerns/ expertise in the area of focus of the standard, their geographic locations; strategies to communicate with and engage them in the process, especially the most affected stakeholder groups (Annex 13.3).
- f. Where possible, participation goals (i.e. targets and success criteria) of each key stakeholder group are set and monitored over the process;
- g. Major steps/milestones (including 2 rounds of 30 - 60-day public consultation as well as related decision-making) in the process, timelines and where stakeholders contribution and participation are solicited;
- h. Process organisational structure (i.e. SC, TWGs) with clear decision-making authority and responsibility, recruitment requirements and process for members of those bodies;
- i. How decisions are taken;
- j. How stakeholders can file a procedural complaint (on the standard setting process of the standard in question) by referring to the public ASC Procedure for Complaints;
- k. Date of official publication of the TOR on the website.

8.3.3 Once prepared by the Secretariat, the TOR will be submitted to the TAG for their endorsement before being announced (e.g. press release) and published on the website.

8.3.4 Depending on the (intended) geographic application of the standard(s) in question, the TOR may be translated into relevant languages to encourage participation and contribution from the most affected stakeholder groups.

8.3.5 Within four calendar weeks following the TOR publication, stakeholders can submit comments on them. At the end of this period, within two calendar weeks the Coordinator will prepare a summary of comments and share with the TAG and SAG. If needed, the TOR will be adjusted and updated on the website indicating the changes (e.g. Document history table). Acknowledgement and notification will be sent to those who have commented on the TOR.

8.3.6 The TOR will be reviewed every six months as a minimum and updated, as needed, to reflect the progress as the standard setting process advances.

8.4 Establish the Steering Committee (SC) and Technical Working Groups (TWGs)

Input: Endorsed TOR

Output: Organisational structure of the standard setting process is established and operational

Coordinated by: ASC Secretariat

- 8.4.1 The Secretariat coordinates the relevant bodies recruitment process (SC and TWGs or others).
- 8.4.2 The TOR for the respective bodies are prepared by the Secretariat and endorsed by the TAG.
- 8.4.3 The TOR will be published on the website and communicated to the identified stakeholders calling for their contribution.
- 8.4.4 Any interested stakeholders can send their application to the contact point of the process as indicated in the TOR.
- 8.4.5 The bodies' composition should include not only expertise in the subject matter of the standard, but also representation of the most affected stakeholder groups. In case of insufficient applications by the most affected stakeholder groups, participation of relevant SAG members at this stage should be considered and decided by the SB.
- 8.4.6 The TAG will pre-approve the final members' list of the bodies and send it to the SB for final approval.

8.5 Prepare preliminary draft of the standard/revision

Input:

- Endorsed TOR
- Established organisational structure for the standard setting process

Output: First draft of the new/revised standard

Drafted by: TWGs

- 8.5.1 The primary responsibility to draft the (revised) standard lies with the TWGs. The Secretariat provides support as required, especially in terms of consistency in language used, structure, formatting, etc.
- 8.5.2 The standard has the following structure, as the minimum:
 - a. Purpose and scope, including geographic scope
 - b. For each defined sustainability issue/outcome that the standard intends to address (reflecting the outcomes described in the ASC Theory of Change), there are
 - i. *Principles*: High-level goals that once being achieved would contribute to achieving the defined outcome
 - ii. *Criteria*: Focus areas that, if implemented properly, would contribute to achieving the high-level goal
 - iii. *Indicators*: Measurements that determine the extent of implementing a criterion
 - iv. *Requirements*: Specific performance levels to be reached.
 - c. Other information on the first pages, including:
 - i. The date that the standard will come into effect and the transition period in case of revision
 - ii. The planned date (year) of the next review
 - iii. The standard's official language(s) and the specification that, in case of inconsistency, English version will prevail
 - iv. Statement encouraging feedback and comments on the standard content by stakeholders
 - v. Mechanism to handle comments and feedback (e.g. contact point, how comments and feedback are handled).
- 8.5.1 Where possible, the standard should be science-based, performance-based and metric-based.
- 8.5.2 At the same time, the standard should also respect and take into account traditional knowledge, validity of which is objectively verifiable.
- 8.5.3 The standard must meet or exceed existing regulatory requirements and clearly refer to relevant applicable legislation.
- 8.5.4 All original intellectual sources of content must be cited or attributed in the respective sections of the standard.

- 8.5.5 No particular technology, methodology or patented item is favoured.
- 8.5.6 Language use in the standard must be clear to avoid misinterpretation.
- 8.5.7 Sufficient guidance (either as part of the standard or in a separate document) must be provided to support consistent interpretation.
- 8.5.8 The SC signs off the first draft of the standard before it is put up for public consultation.

8.6 Organise first round of public consultation

Input: First draft (revised) standard

Output: Received comments from interested stakeholders

Coordinated by: ASC Secretariat

- 8.6.1 Once the SC signs off the first draft, the Secretariat will announce (through press release, website, via ISEAL) the public consultation period (30 - 60 days), including methods for stakeholders to submit their comments and feedback (e.g. online, email, face-to-face, virtual/ physical workshop, field-testing, etc.).
- 8.6.2 In case of minor content related revision or critical urgency, the length of the public consultation period may be shortened (e.g. to 30 days) and this will be clearly indicated in the TOR.
- 8.6.3 In case of workshops, field-testing, webinars, date, time, duration, target groups and language must be clearly specified and communicated.
- 8.6.4 The main objectives of field-testing, if conducted, must be
 - a. Reaching out to the most affected stakeholder groups for their participation in standard setting
 - b. Validating if the presumed outcomes of the standard can be achieved
 - c. Testing standard's feasibility, practicability and auditability.
- 8.6.5 Depending on the proposed geographic application of the standard, the draft standard may be translated into respective language(s) to enable wider participation of the most affected stakeholder groups.

8.7 Prepare and publish synopsis of comments received

Input: Received comments and feedback from stakeholders

Output:

- Synopsis publicly available
- Second draft standard

Implemented by:

- ASC Secretariat
- TWGs

- 8.7.1 After the first round of public consultation period is closed, the Secretariat will compile all received comments, organise them per subject matter and then share with the respective TWGs.
- 8.7.2 The TWGs will objectively analyse the comments and prepare responses, including how comments are addressed and justification for those issues raised in the comments but will not be incorporated in the next draft.
- 8.7.3 The Secretariat will collect responses from the TWGs and prepare a written synopsis, which will be made public on the website. Those stakeholders having submitted comments will receive notification of the public synopsis or report of public consultation (Annex 13.4).
- 8.7.4 The original comments will also be published together with the synopsis. The Secretariat will arrange them per subject matter with reference to the respective stakeholder groups for anonymity purposes.
- 8.7.5 At the same time, the TWGs continue working on the second draft taking into account comments received and the synopsis.

8.8 Decide on second public consultation

Input:

- Synopsis
- Second draft standard

Output: Decision to have a regular (30 - 60-day) second consultation or a shortened one (e.g. 30-days) or none

Decided by: SC

- 8.8.1 The second round may be shortened from 60 days to at least 30 days if
- a. There are no objections or substantial comments in the first round, and
 - b. There is sufficiently balanced participation by key stakeholder groups (participation goals achieved)
 - c. Rapid changes are needed in the marketplace.
- 8.8.2 For minor revision the second public consultation may be skipped.
- 8.8.3 Consensus on shortening or skipping the second round must be reached within and among the TWGs. A proposal with justification will be submitted to the SC.
- 8.8.4 The SC decides to accept or reject the proposal. In case of rejection, it has to communicate its decision in writing to the TWGs and copy the Secretariat.

8.9 Organise second round of public consultation

Input:

- Second draft
- Decision on the second round

Output: Received comments from interested stakeholders

Coordinated by: ASC Secretariat

- 8.9.1 The second public consultation round is then announced and implemented as per the above step 8.6.
- 8.9.2 If the consultation period is shortened the TOR for the standard setting process is updated accordingly.

8.10 Prepare and publish the second synopsis

Input: Received comments and feedback from the second round

Output:

- Second synopsis publicly available
- Final draft by the SC

Implemented by:

- ASC Secretariat
- TWGs

- 8.10.1 Prepare and publish synopsis of comments received, similar to the above step 8.7.
- 8.10.2 The final draft together with a proposed road map for transition period (in case of revision) and proposal for local/regional interpretation and translation into languages (if need be) are submitted to the SC for endorsement.
- 8.10.3 The Secretariat makes sure that final draft is completed in terms of content, presentation as well as other details as mentioned in the above step 8.5.
- 8.10.4 With regard to the local/regional interpretation consideration should be given to:
- a. Fundamental climatic, geographic or technological factors
 - b. Local economic conditions

- c. (Stricter) regulatory conditions
- d. Cultural factors.

8.10.5 In case it is decided to have local/regional interpretation, procedures must be developed to give guidance for the interpretation work (i.e. how to take into account the local conditions while remaining consistent with the standard across the regions, what and how stakeholder groups should participate in standard interpretation).

8.10.6 When proposing the effective date of a new standard, the time needed for setting up the implementation scheme (e.g. audit manual, training, etc.) needs to be taken into account to have a realistic timeframe.

8.10.7 The length of the transition period depends on the extent of changes introduced and time needed to revise accompanying documents (e.g. audit manual, checklist, report template, etc.) and other preparatory activities (e.g. translation, training for auditor and farms/factories, etc.). An average transition period ranges from 6 to 12 months.

8.10.8 For new standards development, an additional public consultation round may be carried out if:

- a. Substantive unresolved issues persist even after the second round, or
- b. Insufficient feedback is received, especially from the most affected stakeholder groups.

8.10.9 The SC decides on accepting the final draft and proposal of the TWGs or an additional round of public consultation is needed. In case of the latter, repeat the step 8.6 or 8.9 respectively until this is achieved.

8.11 Approve the final draft

Input: Final draft by the SC

Output: The final draft is approved to become standard

Approved by: SB

8.11.1 The SB may consult with the TAG and SAG before approving the final draft. If the SB does not approve the final draft, it must communicate its justifiable position in writing to TAG and SAG.

8.11.2 Once approved, the (revised) standard is promptly available on the website.

8.11.3 Announcement is released.

If reasonably requested, the Secretariat will provide the standard and related documents (TOR, audit manual, etc.) in hard copies at the administrative costs.

9. Records

9.1 For each standard setting process the following records are retained:

- a. The TOR for the process
- b. The TOR for process bodies (SC, TWGs)
- c. Synopsis or synopses and original comments
- d. Stakeholder participation monitoring
- e. The draft standards
- f. Decision and justification for either shortening or skipping the second round of public consultation or additional one
- g. Announcements (press release) for launching the process, each consultation round as well as the final standard
- h. Minutes of meetings of the governance bodies (optional).

9.2 For transparency purposes, all the records are available on the ASC website for a minimum of three years after the standard has come into effect. However, they will be maintained at the ASC Secretariat until after the next revision of the standard, as a minimum.

9.3 Once those records have been taken down from the website, within the following three years any interested stakeholders can contact the Secretariat to request a copy of them.

10. Maintenance

- 10.1 This Standard Setting Procedure is open for public comments. Interested stakeholders are invited to send their comments using the Comment submitting form in Annex 13.1 to the ASC Secretariat at the details in section 12 hereunder.
- 10.2 Comments received, together with feedback and advice from each process will be taken into account when reviewing and revising the procedure.
- 10.3 Those stakeholders who have sent their comments about the procedure will be notified so that they know that their feedback is taken into account.
- 10.4 The procedure is subject to review and revision if found necessary at least every five years. Decision for earlier review and revision of this procedure will be announced and justified on the ASC website.

11. Complaint mechanisms

- 11.1 There are two types of complaints in the context of standard setting; i) content; and ii) process related.
- 11.2 Content related complaints on ASC standards are considered as comments or feedback that are taken into consideration when the standards are reviewed and revised as described in step 8.1 above.
- 11.3 Process related complaints on how a standard is developed or reviewed/revised are handled according to the ASC's Procedure for Complaints which is available on the [website](#).

12. Contact information

Standards and Certification Department

Aquaculture Stewardship Council (ASC)

P.O Box 19107 | 3501 DC Utrecht, The Netherlands

Email: standards@asc-aqua.org

Phone: +31 30 230 5929

13. Annex

- 13.1 Comments submission form
- 13.2 TOR for the standard setting process
- 13.3 Stakeholders participation monitoring
- 13.4 Report on public consultation (Synopsis)
- 13.5 List of original comments

-----END-----

Terms of Reference (ToR)

for developing/ revising ASC Standard for...

This document is publicly available on the ASC website.
Comments are welcome and appreciated. Form for submitting comments is in the annex (at the end of this document)

Document history

Version	Date	Description of amendment	Affected section/ page
1.0	dd.mm.yyyy		

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1. Background information

ASC vision and mission

The vision of the Aquaculture Stewardship Council (ASC) is a world where aquaculture plays a major role in supplying food and social benefits for mankind whilst minimizing negative impacts on the environment. The goal of the ASC is to transform aquaculture towards an environmentally and socially responsible food source. ASC aims to achieve this by promoting standards for best environmental and social aquaculture performance and rewarding responsible farming practices through standard setting and certification.

About this document

(to give readers an idea what this document is about)

2. Justification of need for the standard

- Assessment of whether the proposed standard will meet the expressed need
- What are other standards existing and how they address the above expressed need

3. Objectives of the standard

(environmental, social/ economic ones that the standard seeks to achieve)

- Proposed scope of the standard (focus of the standard, certification unit, etc.)
- Deliverables

4. Stakeholder mapping

Overview of the following: (more details are in the Stakeholder participation monitoring)

- (based on objectives) map out (key) stakeholder groups, their relevance in this standard development process, their interests, key issues, means of communication to reach them
- Strategies to approach key stakeholder groups for their participation in standard development and decision making process
- Stakeholder participation goals, where possible (targets and success criteria)

5. Process of standard development

(major steps/ milestones, including timeline/ duration, opportunities for contribution)

6. Decision making procedure

(including governance/ management structure for this particular standard development process, composition, required profile, recruitment process and how consensus is achieved)

7. **Assessment of risks** (in implementing the standard and how to mitigate them; and including factors that could have a negative impact on achieving the standard objectives, unintended consequences from the standard implementation, possible corrective actions to address those potential risks).

8. Contact information

Project direction:

Key contact person:

Email:

Phone/ fax:

