CAR/RUoC TWG Terms of Reference

28 June 2022

Introduction

The TAG Terms of Reference make provision for the formation of Technical Working Groups (TWGs) to support the technical and scientific work of the TAG. Typically, a TWG will be comprised of technical experts external to ASC's governance bodies with a member of the TAG acting as sponsor to facilitate communication and understanding between the TAG and the TWG and support the ASC technical lead. ASC's Secretariat will provide logistical support to the group and a technical coordinator from ASC will be appointed to provide the group with the technical resources. This may include a white paper to initiate discussion and a draft Standard following TWG deliberations. An external facilitator may be appointed for complex topics.

References

CAR Documentation Development and Revision Procedure V1.0

ASC Complaints Procedure

TAG Terms of Reference

TAG Conflict of Interest Policy

1. Terms of Reference

1.1 The CAR/RUoC Revision TWG have as purpose to provide input for the development of the next version of the CAR/RUoC.

1.2 The CAR/RUoC revision TWG should complete the following activities:

- Develop a set of requirements applicable for CABs and farms to support the certification process of the new elements in the ASC Farm standard. These requirements facilitate the implementation and evaluation of elements such as: Self assessments, Traceability, Risk Management Framework, Hatcheries and intermediary sites, Child/force labour remediation. As the ASC Farm standard is a work in progress new areas of development may be considered.

- Identify opportunities to gain efficiency in the certification process adapting current requirements or creating new ones. These requirements should bring simplification but maintaining or increasing the assurance achieved by current CAR/RUoC.

- Provide input to address input received from:
  a) Variance Requests
  b) Interpretations (Q and A)
  c) Evaluation of CAB conformity and performance related to current requirements;
  d) Issue Log;
  e) Tripartite meeting feedback.

- Provide feedback to re-structure the multisite and group quality management system requirements.
- Set a list of compliance data and audit processes that can be assisted by the use of new technologies keeping or increasing the integrity of current auditing practices.
- Set a list of risk factors to consider at UoC level to prescribe the extend of the Farm Standard evaluation for different types of audits.

2. Membership

TWG membership shall aim to represent interests from the CAR/RUoC's key user and interest groups and geographical representation. All members should support the aims of the ASC, its Vision and Mission, and commit to engage constructively.

2.1 Technical competencies required:

- At least 4 members from different ASC accredited CABs with experience managing or auditing the ASC certification. 1 additional member can represent the ASC appointed accreditation body.
- At least 3 members with aquaculture production and implementation of aquaculture certification experience. Each individual should bring experience in different species and production systems (e.g. Salmon, shrimp, freshwater fish, ponds, cages or RAS)
- At least 1 member with experience in social auditing and/or implementation of social compliance at primary production facilities.
- At least 1 representative from environmental NGOs active in aquaculture impacts.
- ASC staff can participate in the TWG sessions providing input or technical information to inform TWG´s decisions

2.2 Registered interests

ASC Technical Working Groups need to understand the interests of individual members to manage conflicts. Members are asked to declare these to ensure stakeholders and decision-makers have access to this information.

Interests of all members should be declared in the log included as Annex 1.

Table 1: TWG Members

Members not yet confirmed

Name	Role	Organisation	Stakeholder sector	Primary region represented
	TAG Sponsor			

3. Reporting requirements

3.1 The TWG will report requirements developed or modified in the CAR/RUoC to the TAG before the release public consultation and release of final document.
Materials made available for review will include:
- Reference reports or data used for decision making
- Meeting minutes
- Recommendations

4. Duration and review times

4.1 The TWG will be active from its formation until the release of CAR/RUoC final versions. The following is the expected timeline and key milestones

Table 2: TWG timeline

Date	Activity	Outcome/Deliverable
August 2022	Formation of the TWG	TWG members list
September 2022	1st meeting (remote)	Detailed schedule of the revision components and formation of dedicated subgroups per subject.
November 2022	2nd meeting (remote)	Confirmation of ASC Farm Standard criteria which require supporting requirements in CAR and RUoC. Screening of VRs, Q&As and input that needs to be incorporated in the CAR Elements in the current certification process which can be more efficient and simplified. Intent and impacts of the new or revised requirements
Feb 2023	3rd meeting (in person if possible)	1st draft of revised CAR/RUoC for TWG revision.
May 2023	4th meeting (remote)	Final draft version for TAG recommendation.
July 2023	TAG endorsement for public consultation	
September 2023	Public consultation 60 days	
November 2023	5th meeting (face to face if possible)	Incorporation of public consultation feedback to the CAR/RUoC and final version for TAG recommendation to the board
January 2024	TAG recommendation of CAR/RUoC to the board	

5. Agreement

I agree to the above terms of reference and that the information provided in Annex 1 is accurate.

Signed _____

Name _____