

## S2: TERMS OF REFERENCE (ToR) FOR THE BIM CERTIFIED QUALITY AQUACULTURE (CQA) OVERSIGHT COMMITTEE (OC)

### **Background**

The Oversight Committee delivers primary guidance and oversight for the standard development process that the Technical Advisory Committee (TAC) carries out. The OC oversees the TAC Membership whose members represent industry, nongovernmental conservation, and academic/regulatory interests. The CQA OC oversees the drafting of all standards by the TAC. The CQA OC can recommend adjustments in the standards development process and set overarching goals for CQA standard and certification, such as including more performance metrics or clearer specifications for the Irish industry, for consideration by the TAC.

The OC oversees the performance of the CQA Program and Certification through the review of the Programme’s annual review

### **CQA OC Terms of Reference**

1. To review and oversee the Standard Development processes underlying the Certified Quality Aquaculture Scheme and to retain the Programme’s *Global Sustainable Seafood Initiative (GSSI)* Recognition.
2. To oversee the drafting of all standards by the CQA Technical Advisory Committee (TAC) based on agreed strategic direction.
3. To recommend adjustments in the standards development process and oversee overarching goals for consideration by the TAC.
4. To review, vote and approve for draft standards from the TAC following the process highlighted below for how standards are developed and the related decision process.
5. To advise on the recruitment or replacement of new TAC members.
6. To review the performance and resource management of the CQA Programme via a review of the Annual Review Report and to offer recommendations
7. To report any matters of concern to the relevant BIM Board or accreditation Board
8. Members of the Oversight Committee shall carry themselves professionally, act objectively on behalf of the industry or sector they represent.
9. To disclose any potential conflict of interest that they may have when taking part in this group, as instructed by the Chair.

### **Standard Development Process and CQA OC Key Tasks**

- a. The CQA Oversight Committee oversees the final draft standard changes from the TAC.
- b. The CQA Programme Lead coordinates with the Oversight Committee Chairperson to call upon the TAC for setting, reviewing, revising and assessing standards.

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| Issued By  | V. Flynn | Approved By |   | C. Morrison |   |
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- c. Following this initial review, the CQA Programme Lead formalises the draft Standard/s and releases any new proposed Issue for a 60 day Public Comment and Review period.
- d. The comments and input received are considered and addressed by the TAC based on their Terms of Reference and applicability to wider standard development objectives and remit.
- e. The TAC revises the standard/s draft and completes final draft.
- f. The final Standard draft is forwarded to the Oversight Committee for review, comment, voting and acceptance. At least 75% of the Oversight Committee must vote to confirm acceptance.
- g. If changes or revisions are needed the Oversight Committee can revert back to the TAC for another round of revision and step (g) is repeated again.
- h. Standard is approved by the Oversight Committee and the changes are communicated via the BIM website.
- i. The CQA Oversight Committee forwards the Standard/s to CQA Program Lead for implementation.
- j. The Standard is submitted to the Accreditation Boards and Certification Bodies for adaptation and implementation.
- k. The Certification body notifies all the certified parties of the changes in standard's requirements and that they are given 1 year to become compliant with the most current standard requirements.

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AMENDMENT LOG

| DATE     | ISSUE | AMENDMENT   | AMENDED BY |
|----------|-------|---|------------|
| May 2022 | 1.2   | To account for ongoing role of OC in standards development process. | Vera Flynn |
| May 2022 | 1.2   | Inclusion of the OC Role in overseeing the Programme Performance    | Vera Flynn |
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