

## S3: TERMS OF REFERENCE (ToR) FOR THE BIM CERTIFIED QUALITY AQUACULTURE (CQA) TECHNICAL ADVISORY COMMITTEE (TAC)

### **Background**

The CQA Technical Committee is a committee of aquaculture and standard technical experts and is tasked with developing standards for specific species and reflecting the development and need in the Irish aquaculture industry. Each set of CQA standards is reviewed, revised, and voted upon by the Technical Committee.

The members of the TAC shall be balanced and represent the views and interests of industry, NGO, and government/academia.

### **CQA TAC Terms of Reference**

1. Manage the Standard Development processes underlying the Certified Quality Aquaculture Scheme to retain the *Global Sustainable Seafood Initiative (GSSI)* Recognition, as directed by the CQA Oversight Committee.
2. Review and develop standards for specific species and reflecting the development and need in the Irish aquaculture industry based on BIM’s larger view and strategy, and to meet GSSI Essential Components.
3. Improve the standards and include more explicit performance metrics or clearer specifications, as necessary.
4. Review, revise and vote on the technical changes made in the standard/s under revision. In situations where unanimous agreement cannot be reached, a minimum of 75% of the votes are required to confirm a specific revision. In case of one or more absentees during TAC meetings, the majority of votes by those present will be needed to confirm a specific revision.
5. The TAC Chairpersons shall act impartially in maintaining the orderly conduct of committee meetings and processing committee input.
6. To disclose any potential conflict of interest that they may have when taking part in this group, as instructed by the Chairman.
7. The TAC Chairman, with support from the CQA Programme Lead, shall provide the CQA Oversight Committee with draft standards for voting and approval.

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<b>Issued By</b>	V. Flynn	<b>Approved By</b>		C. Morrison	
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**Standard Development Process and CQA TAC Key Tasks**

- a. The CQA Oversight Committee requests 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.
- c. The TAC meets and carries out standard development work prior to returning a revised committee draft to the Oversight Committee for initial review.
- d. 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.
- e. 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.
- f. The TAC revises the standard/s draft and completes final draft.
- g. The final Standard draft is forwarded to the Oversight Committee for review, voting and acceptance. At least 75% of the Oversight Committee must vote to confirm acceptance.
- h. 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.
- i. Standard is approved by the Oversight Committee and the changes are communicated via the BIM website.
- j. The CQA Oversight Committee forwards the Standard/s to CQA Program Lead for implementation.
- k. The Standard is submitted to the Accreditation Boards and Certification Bodies for adaptation and implementation.
- l. 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	Removal of historic date specific references	Vera Flynn

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