

TERMS OF REFERENCE FOR THE ASMI TECHNICAL COMMITTEE
RELEVANT TO RFM CHAIN OF CUSTODY

The ASMI Technical Committee has been tasked by the ASMI board to assist with the review and development of the RFM Chain of Custody (CoC) Standard and specifically:

- Provide input and advice on documents prepared on the technical interpretation of the RFM Chain of Custody Standard.
- Provide technical oversight to the Alaska RFM Chain of Custody revisions and supporting technical scoring guidance documentation.
- Oversee and facilitate any necessary improvements and edits to the RFM CoC Standard for subsequent approval by the ASMI Board.

Committee Constitution

The ASMI Board of Directors determines the number of voting members. The Committee shall be chaired by a committee appointed Chairperson. The ASMI Technical Director will act as secretariat and hold no voting right.

The Technical Committee is an objective-based group representative of the Alaskan seafood industry comprising fishermen, seafood processors, seafood regulators and fisheries development researchers. Members of the technical committee have knowledge and experience in seafood processing operations and fisheries science and management. The strength in the technical committee is in the diversity of membership which will aid in informing and structuring the RFM CoC Standard.

Committee meetings shall be convened not less than once a year and by notice in writing (including e-mail) to each member at such times as the Chairperson shall direct. It is anticipated that members of the Committee will be asked to meet, either in person or via teleconference, approximately 2 to 3 times in a calendar year.

The Secretariat shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

A quorum at such meetings shall consist of not less than one-half of the voting members of the Committee.

The Chairperson shall confirm an acceptable balance of interests among voting members at the start of each meeting.

Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting, providing that a quorum exists.

For key decisions on Standards and interpretation, the Committee shall strive for consensus. In the event of a vote motions will carry with a two-thirds majority. Each member shall have one vote.

In the absence of the Chairperson at any meeting of the Committee, this position shall be taken by the Vice Chairperson of the Committee or, failing that, another appointed Committee member selected by the Chairperson.

With the consent of the Chairperson, specialist advisors may attend meetings of the Committee but they shall not be entitled to vote.

Confidentiality and Conflict of Interest:

Members shall be as follows:

- Willing to contribute to an overview process and lend their time and/or expertise without promise of remuneration, and be able to attend meetings as required;
- Unaffiliated with any public or private entity that will try and leverage decisions based on a corporate or public agenda;
- Committed to neutrality, transparency, and fairness in all dealings.

All Committee members will be asked to provide a resume identifying their relevant experience that they would contribute to the Committee and also to sign a conflict of interest and confidentiality undertaking. Should a conflict of interest arise, the member is requested to report this to the Chairperson as soon as reasonably possible. The Chairperson shall decide on and instigate appropriate action. All such reported conflicts of interest and follow up action agreed shall be recorded on the Committee files.

Standards Review Procedure

The Chain of Custody standard will be subject to a formal, comprehensive review by the ASMI Technical Committee at a minimum of once every 5 years. Annually, the Standard will be reviewed for continued relevance and practicality.

The ASMI Sustainability Director will be responsible for scheduling the standards review with the Committee. Information for the review will be collated from, but not limited to, the following:

- ASMI Technical Committee comments;
- Observations from approved Certification Bodies and Assessment reports;
- Changes in legislation/Codes of Practice;
- Open comments and comments from Fishery Assessments;
- Customer/market information.

The outcome of the Standards review will be registered in minutes. Where changes to the standards are recommended and agreed on by the ASMI Technical Committee, the Sustainability Director will ensure that a Program of Work is published.

Re-edited Standards document will be changed in accordance with the recommendations and Program of Work. The redrafted Standard recommended by the ASMI Technical Committee will be presented to the ASMI Board for approval. If the ASMI Board does not approve the proposed Standard, it will go back to the Committee for further consideration of the ASMI Board's comments.

Once the redrafted Standard is approved by the ASMI Board, the Sustainability Director will issue the new Standard and inform all relevant parties of the change of revision and adoption.

The Sustainability Director will record in the Standard the date of a revision or reaffirmation of the Standard along with a transition period after which the revised Standard will come into effect.

The new/revised Standard will be posted on the ASMI website.

Current clients of the RFM Program will be allowed up to 12 months to implement changes to meet new criteria in the Chain of Custody Standard.

RECORDS

Records will be retained as follows:

- (a) Standards Review
 - Committee Minutes and Recommendations
 - Evidence of external considerations
 - Redrafted Program Standards

- (b) Standards Approval
 - Minutes of ASMI Board Approval
 - Updated Standards