



Iceland Responsible Fisheries Foundation

Title: Technical Committee: Terms of Reference – Rules of Procedure

1. PURPOSE

This document outlines the roles and responsibilities of the IRF Technical Committee.

2. ToR-RULES OF PROCEDURES

- 2.1. The IRF Technical Committee has responsibility for the development, revision and interpretation of the Icelandic Responsible Fisheries Management Specification (standard) and associated Chain of Custody Specification (standard) certification schemes, as well as *development, revision and interpretation of all rules covering claims and logo use by certification bodies and certificate holders, including applicants.*
- 2.2. The IRF Technical Committee does not have a decision making role in the approval, suspension, cancellation or in setting conditions of certificates; which are the responsibility of the certification body.
- 2.3. The IRF Technical Committee shall convene at least once a year; extraordinary meetings may be held if required, and where agreed by the chair.
- 2.4. Dates and locations for meetings shall be announced by the chair, a proposed agenda shall be circulated by the chair to all members. Meetings shall be held in person or by teleconference.
- 2.5. Decisions of the IRF Technical Committee shall be taken in person, by teleconference or by electronic means.
- 2.6. Decisions shall be taken based on majority votes of members of the IRF Technical Committee. The chairman shall be entitled to a casting vote in the event of a tie.
- 2.7. The IRF Technical Committee shall include a representative balance of interests so that no single interest predominates.
- 2.8. The IRF board appoints the Technical Committee for four years at a time after receiving suggestions from TC Chair and nominations from interested parties.

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- 2.9. The process of appointing members of the IRF Technical Committee shall include consideration of conflicts of interest.
- 2.10. Members of the committee may resign at any time by giving notice in writing to the Chair. A quorum of the committee shall be 7 members.
- 2.11. No direct financial remuneration will be made to committee members. With prior agreement, reasonable expenses to the members of the IRF Technical Committee may be paid.
- 2.12. A record shall be kept of TC meetings and decisions.

3. RESPONSIBILITES

- 3.1. To write and agree a Specification (standard) for the certification of responsible fisheries in Iceland and an associated Chain of Custody Specification (standard).
- 3.2. To conduct reviews of the standards at least every 5 years.
- 3.3. To select and appoint a suitable Chair.
- 3.4. To approve the issue of Standards.

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