

Fish Names Committee (FNC) procedure



FRDC
FISHERIES RESEARCH &
DEVELOPMENT CORPORATION

Executive Director's authorisation:

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1. PURPOSE

To document specific procedures for the operation of Fish Names Committee (FNC) which is the Standards Reference Body (SRB) responsible for the development and maintenance of The Australian Fish Names Standard (AS 5300) (AFNS). This procedure should be read in conjunction with the *Standards development policy* and the *Standards development procedure*.

2. RESPONSIBILITY

Responsibility for this procedure resides with the Business Development Manager.

3. DEFINITIONS AND ACRONYMS

Definitions - follow link to [Definitions](#)

Acronyms – follow link to [Acronyms and Abbreviations](#)

Term	Definition
AFNS	Australian Fish Names Standard AS 5300-2015
FNC	Fish Names Committee – the committee tasked with the standards development activity
Attachments	An attachment to this document is for information and guidance only
CAAB Code	Codes for Australian Aquatic Biota – consists of eight (8) digits and each species is assigned a unique CAAB code. This number is unique to Australia
Fish	Any aquatic vertebrate or invertebrate (excluding mammals and amphibians) in any form, including whole fish, or part thereof, in raw or cooked form, or as a fish product
Obsolete name	a fish name (other than the current standard fish name) that has been used to describe a species of fish in a commercial setting
Quality Management System	The FRDC quality management system (QMS) consists of its organisational structure, processes, documentation (policies, procedures and work guides) and resources used to implement and meet quality objectives to achieve the requirements of its stakeholders
Scientific name	the unique scientific name for a fish determined as per international convention and consisting of a genus name and a species name - the scientific names used in this Standard are the scientific names used in CSIRO's CAAB Database or as otherwise advised by CSIRO Marine and Atmospheric Research or another competent authority.
SDO	Standards Development Organisation
Standard Fish Name	the standard fish name for a species of fish recorded in this standard. A Standard Fish Name (SFN) may cover a single species, or all species in a particular scientific family or group of fish.

Term	Definition
Taxonomic group name	an animal or plant's taxonomic group name as per international convention. The taxonomic group names used in this standard are those advised by CSIRO Marine and Atmospheric Research, or another competent authority

4. RISK ASSESSMENT

Risk	Failure to maintain SDO accreditation
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Source of risk	Impact/consequence
Not adhering to established policies and procedures and requirements as outlined by Standards Australia, failure to meet requirements of the standard	Standards development activities do not operate at best practice level, reputation an SDO accredited organisation is damaged, reputational damage

Risk type	Operational
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Inherent likelihood	Likely	Inherent Consequence	High	Inherent Risk Evaluation	Extreme	Velocity rating	Low
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Control	Requirement for annual external audits by Standards Australia, clearly defined roles and responsibilities in policies and procedures
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Mitigated likelihood	Unlikely	Mitigated Consequence	High	Mitigated Residual Risk	High	Residual risk evaluation action	Control focus
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Risk	Negative stakeholder perception of FRDC
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Source of risk	Impact/consequence
Not adhering to established policies and procedures and requirements as outlined by Standards Australia, failure to meet requirements of the standard	Stakeholders and Standards Australia doubt FRDC's ability to act as an SDO and effectively manage SRB such as Fish Names Committee

Risk type	Operational
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Inherent likelihood	Unlikely	Inherent Consequence	High	Inherent Risk Evaluation	High	Velocity rating	Low
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Control	Requirement for annual external audits by Standards Australia, clearly defined roles and responsibilities in policies and procedures
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Mitigated likelihood	Rare	Mitigated Consequence	Medium	Mitigated Residual Risk	Moderate	Residual risk evaluation action	Periodic Review
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5. RELEVANT DOCUMENTATION

Primary policy	Document # or web address
Standards development	NEMO-29-1050
Other relevant documentation	Document # or web address
Australian Fish Names Standard AS 5300-2015	AS 5300-2015
Code of conduct	NEMO-29-1899
Demonstrating consensus	NEMO-17845-17
Financial statements procedure	NEMO-29-1101
Fish Names application form	Fish Names application form
Fish Names stakeholder feedback form	Fish Names stakeholder feedback form
Nomination form for FNC members	NEMO-4436-35
Risk policy	NEMO-29-1807
Risk register	NEMO-29-1806
Schedule of fees – Fish Names	NEMO-17845-12
Skills Matrix – FRDC appointment of FNC voting members	NEMO-4436-35
Standard Fish Names protocols	NEMO-17845-15
Standard Reference Body members code of conduct	NEMO-4436-21
Standards development procedure	NEMO-29-1044

6. PUBLICATION

This procedure is to be made available on the Seafood Standards website.

7. SCOPE OF PROCEDURE

This procedure applies to the:

- FRDC board and secretariat (including contractors/consultants)
- Chair of the Fish Names Committee
- Members of the Fish Names Committee
- Other people and organisations with an interest in the standards setting and approval functions of the FNC including any interested stakeholders.

8. AMENDING THIS PROCEDURE

The FRDC may approve amendments to this or related procedures as required. Prior to any amendment, the Executive Director will take the following steps:

1. consult the FNC on any proposed amendments, and

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- consult with the Standards Development and Accreditation Committee (SDAC) on any significant amendments to ensure they are consistent with the conditions of FRDC's accreditation as a Standards Development Organisation (SDO).

9. FRDC BOARD DELEGATION

FNC decisions, provided they are consistent with these and the additional FRDC policies and procedures, are not able to be changed by the FRDC without going through due process. The FRDC *Standards development procedure* outlines the delegated responsibilities in standards development.

10. THE AUSTRALIAN FISH NAMES STANDARD

10.1 Background to the AFNS

The Australian Fish Names Standard AS SSA 5300-2007 was endorsed as an official Australian Standard in July 2007. The current version is AS 5300-2015.

The Standard specifies one standard fish name to be used in Australia for each domestic or imported species of fish. It includes agreed fish names for approximately 5,000 species.

Development and maintenance of the Standard is underpinned by rigorous procedures that have been agreed by government, industry and other stakeholders; and draws on the expertise of some of the world's best fisheries taxonomists and a range of other key stakeholders.

10.2 Elements of the Standard

- An introduction and preamble to the Standard
- Use of the standard including the scope, use of Standard Fish Names, etc
- Annex A to the Standard which contains a table of approximately 5000 approved SFN's under the following headings:
 - CAAB Code
 - Standard Fish Name (SFN)
 - Scientific Name
 - Authority

11. FNC MEMBERSHIP AND TERMS OF REFERENCE

11.1 Appointments to the FNC

- In accordance with the FRDC *Standards development policy*, the FRDC makes appointments to the FNC to achieve a balanced representation of key stakeholders as per the structural representation table in [Clause 11.6 Membership of the Fish Names Committee in this procedure](#).

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2. The FRDC will ensure that the FNC membership collectively possesses skills and knowledge relating to:
 - a) seafood production, processing and harvesting
 - b) seafood marketing and trade
 - c) promotion and public relations
 - d) seafood consumer issues
 - e) fish taxonomy and nomenclature
 - f) legislation and processes relevant to the import and export of seafood
 - g) government operations and processes including regulatory issues relevant to seafood
 - h) industry leadership
 - i) corporate governance including the operations of Boards or committees.
3. All Nominating organisations and individuals must complete the [Nomination Form for FNC Members](#);
4. The Project Manager will provide a copy of the [Skills Matrix - FRDC appointment of FNC voting members](#) to the FRDC to ensure that the FNC collectively possesses the required skills.

11.2 Terms of appointment to FNC

The terms of appointment for FNC members is as per *FRDC Standards development procedure* (Clause 10.1).

11.3 Appointment of a deputy chair

At the first meeting of the FNC following the appointment of the chair, the FNC may collectively appoint a Deputy Chair.

The role of the Deputy Chair will be:

1. To undertake the responsibilities of the Chair during a period of unavailability of the Chair;
2. To assist the FNC Chair by undertaking work responsibilities as agreed.

The term of appointment of the Deputy Chair will be three years unless the position becomes vacant.

11.4 FNC Terms of Reference

The Terms of Reference for the FNC are to:

- a) provide the technical content regarding proposed amendments to both the Australian Fish Names Standard and associated Annexes of the AFNS

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- b) act with full technical autonomy in overseeing matters related to AFNS
- c) ensure compliance with the FRDC's standards development procedures
- d) ensure that amendments to AFNS do not act as a barrier to trade, competition or innovation
- e) adopt or be consistent with relevant Australian and international standards to the maximum possible extent
- f) provide stakeholder views throughout the development, drafting and review of AFNS
- g) consider comments received through public consultation periods, including in response to proposed amendments to AFNS
- h) work towards consensus when considering proposed amendments at FNC meetings
- i) represent the views of the stakeholder groups that the FNC member represents
- j) do such other things that FRDC agrees are necessary in the maintenance of the AFNS.

11.5 Responsibilities of FNC members

Refer to the FRDC's *Standards development procedure* (Clause 10.4).

11.6 Membership of the Fish Names Committee (FNC)

The Fish Names Committee consists of the following voting members:

	Position	Type	Appointed by	Comments
a.	FNC Chair		FRDC	In accordance with Standards development policy – Clause 13.1
b.	One (1) person nominated by the Australian seafood industry's peak body	Producer	FRDC	In the absence of a Seafood Industry Peak Body, the FRDC will make an appointment as the seafood industry nominee
c.	One (1) person to represent seafood importers	General Interest	Seafood Importers Association of Australia	
d.	One (1) person to represent Australian and state fisheries agencies	Regulatory agency	Chair of the Australian Fishery Managers Forum or his/her nominee	

	Position	Type	Appointed by	Comments
e.	One (1) person to represent recreational fishers	User	Recreational Fishing peak body	
f.	One (1) person with knowledge and end user expertise on Hospitality issues	User	FRDC	
g.	One (1) person with knowledge and end user expertise on major Retail/Supermarket issues	Retailer	Major supermarkets	
h	One (1) person to represent the interests of the Commonwealth Department of Agriculture and Water Resources (DAWR)	Regulatory agency	DAWR	
i.	One (1) person with knowledge and End-User expertise in seafood processing issues	Producer	FRDC	
j.	One (1) person with the knowledge and expertise from the CSIRO Fisheries taxonomy group	Fisheries taxonomy	CSIRO	
k.	One (1) person with the knowledge and end user expertise in independent fisheries retailers	Retailer	Master Fish Merchants Association (MFMA)	
l.	Three (3) other expertise based members to ensure that the FNC membership collectively possesses appropriate skills and knowledge	Fisheries taxonomy and User	FRDC	

11.7 Privacy protection of FNC members

FNC has determined that the privacy of individual FNC members will be protected through the following measures:

- i The membership of the FNC would be a public document;
- ii The minutes of the FNC would be a public document and would record the decisions and numbers of persons who have voted for/against a decision
- iii How individual members have voted would be retained as a confidential document and not publicly available.

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12. PROCEDURES FOR AMENDING THE AUSTRALIAN FISH NAMES STANDARD (AFNS)

This section explains each step of the process for amending the AFNS and Annex A of the AFNS.

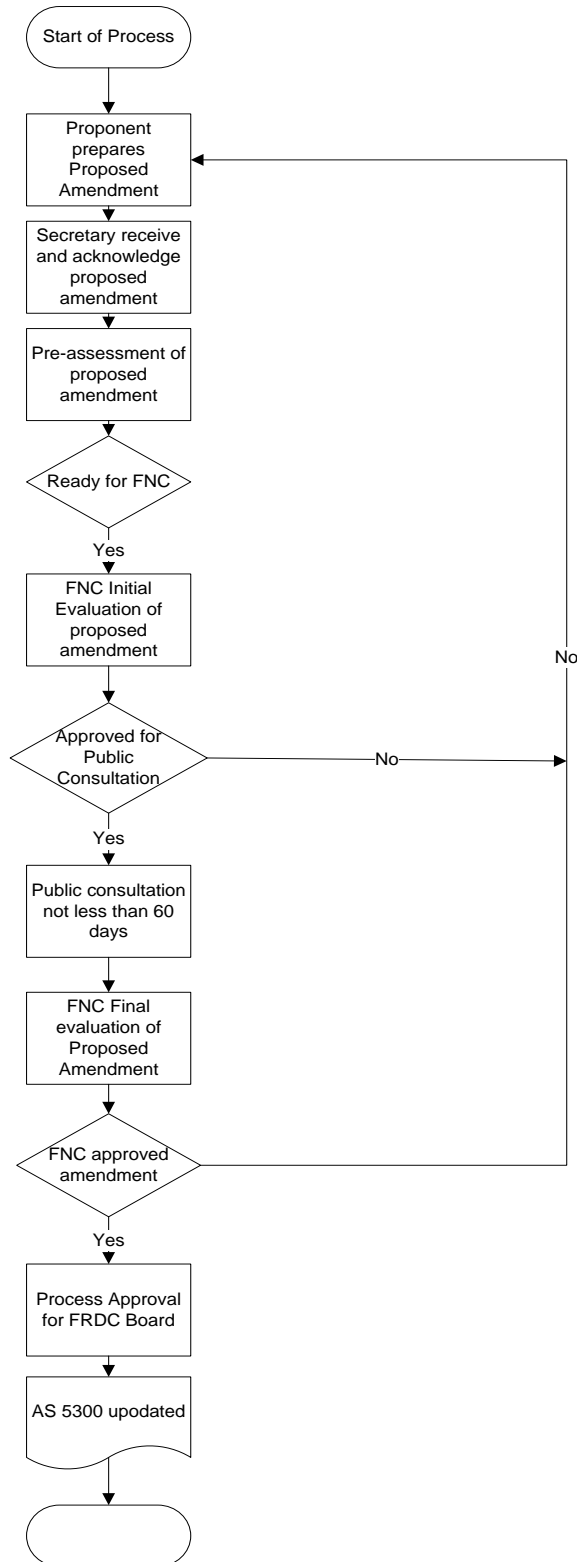


Figure 1: Standards Development Overview

12.1 Prepare and submit an Application to amend or add a new species name

	Action by Applicant	Action by Project Manager	Reference or guidance
1.	Download Application Form		Fish Names Application Form
2.	Confirm species identification		Talk to taxonomic experts or get advice from Project Manager
3.	Check if there is an existing Standard Fish Name for the species		Search the species on the searchable fish names database at fishnames.com.au
4.	If there is no existing name or the name that is listed is unsuitable, choose a candidate name		Take note of the protocols in the application form and available at seafoodstandards.com.au
5.	Prepare a draft application using the application form		Fish Names Application Form
6.	Consult key fish name stakeholders who are affected by the application/amendment	Send through consultation list	Email to frdc@frdc.com.au who will distribute for feedback as well as the applicant conducting stakeholder consultation
7.	Finalise application		Include and refine application as a result of initial stakeholder consultation
8.	Submit application		Email to frdc@frdc.com.au
9.		Acknowledge receipt of application	

12.2 Notification of Other Fish Name – the Australian Fish Names Standard

Section 4.2.1 and 4.2.2 of the Australian Fish Names Standard includes a provision whereby a business can commence using a name where there is an urgent need.

Where this has happened, the Project Manager will advise the FNC members and assist the applicant to prepare an application immediately.

The relevant parts of the Australian Fish Names Standard that apply where a name does not exist are included below.

12.2.1 When other fish names may be used

When a SFN is required to be used under this Standard, species of fish that do not have a SFN specified in Annex A may, subject to 4.2.2, be identified by a name that is commonly used for that species in Australia or overseas.

12.2.2 Notification of use of other fish names

A person or business using another fish name (as per 4.2.1) shall notify the FNC through FRDC of that use within 30 days. FRDC will include all such notifications received in accordance with this subsection on the agenda of the next FNC meeting.

The FNC may:

- a) initiate a proposal for a SFN to be assigned for that species, or
- b) require the person or business using the other name to submit an application for a SFN to be assigned for that species of fish

12.3 Pre-assessment of application

- The Fish Names Committee preliminary assessment working group will initially meet to determine if the application should proceed to the Fish Names Committee.
- The preliminary assessment working group will review the application to determine:
 - Has the applicant addressed the criteria?
 - Does the proposed name already exist?
 - Is the species in question already covered by an existing Standard Fish Name?
 - Is there any other information that is needed to assist the FNC to make a determination?

	Action by Applicant	Action by Project Manager	Reference or guidance
1.		Register application and assign Application Number	<ul style="list-style-type: none">• Register in the applications register• Assign next sequential number• Insert in application
2.		Check application is complete	
3.		Send application to the Preliminary Assessment working group for review	<ul style="list-style-type: none">• Working group will assess the application against the criteria

	Action by Applicant	Action by Project Manager	Reference or guidance
4		If application is incomplete or has incorrect information, return to applicant	<ul style="list-style-type: none"> • Is application complete? • Have key stakeholders been consulted • Is the candidate name consistent with the protocols?
5		Discuss application with applicant	
6.	Applicant amends and resubmits or discards		
7.		If application OK, proceed	
8.		Project Manager sends invoice to applicant	
9.	Payment of invoice by applicant		

12.4 Initial evaluation by Fish Names Committee (FNC)

	Action by Applicant	Action by Project Manager	Action by FNC	Reference or guidance
1.		List proposed amendment on next FNC agenda		
2.		Prepare and insert coversheet for application		Fish names application cover sheet
3.		Invite applicant to attend FNC meeting to discuss the application		
4.	Applicant to decide whether to attend FNC meeting to discuss with FNC			Applicant attends at own cost

	Action by Applicant	Action by Project Manager	Action by FNC	Reference or guidance
5.			Assess application against the protocols and discusses application with applicant	
6.	Application has opportunity to amend the application at the FNC meeting			
7.			Vote on whether application is to proceed to public consultation	
8			Is the proposed name non-contentious and is provisional approval for the name necessary	Consensus is required and there must be a need
9.		Advise applicant of outcome of FNC initial evaluation		Email to applicant
10.		Update FNC register		

12.5 Preliminary Approval of a proposed amendment

The Fish Names Committee can give preliminary approval for the use of a fish name where the FNC believes that the name is to be non-contentious.

To determine that a name is non-contentious, the FNC must achieve consensus at the initial evaluation stage as determined in the Standards Development Procedure for Demonstrating Consensus.

The proposed name will still proceed through the public consultation phase and will be assessed for suitability at the final evaluation phase.

Where a proposed name is deemed to be non-contentious, the Project Manager will notify the applicant that:

- The provisional name can be used immediately;
- The provisional name will not be added to the Australian Fish Names Standard unless final assessment is successful;
- The fact that provisional approval has been given does not in any way provide absolute assurance that the name will be approved at the final evaluation phase;
- For seafood exporters, the Department of Agriculture and Water Resources will make the necessary changes to enable the use of the interim name on export certification (conditions may apply);
- Following public consultation, if the final assessment were to reject the proposed name, use of the provisional name would have to cease immediately.

12.6 Public consultation

Note – A minimum of 60 days’ public consultation is required

	Action by Applicant	Action by Project Manager	Action by FNC	Reference or guidance
1.		Upload application to Fish Names website		
2.		Prepare media release about the proposed amendment		Consult with FRDC communications team
3.		Send email about proposed amendment to fish names distribution list		Link to feedback form Seafood Standards website
4.		Post on relevant social media platforms		
5.		Send media release and email about proposed amendment to FNC members for on-forwarding		

	Action by Applicant	Action by Project Manager	Action by FNC	Reference or guidance
6.		Send media release and email about proposed amendment to applicant for on-forwarding		
7.	Applicants and the public have the opportunity to submit comments			Fish Names stakeholder feedback form
8.		Acknowledge comment and collate		Feedback collated on Fish Names stakeholder feedback summary
9.		Include on next FNC agenda		

12.7 Final Fish Names Committee evaluation

	Action by Project Manager	Action by FNC	Reference or guidance
1.	Include application, stakeholder feedback and stakeholder summary sheets on agenda for FNC meeting		
2.		FNC considers all feedback received and other relevant information when deciding on whether to approve	
3.		FNC must determine which fish name protocol the application does not meet	Standard Fish Names Protocols
4.		If the application does not meet the protocols, FNC can approve the application if there is sufficient merit	

	Action by Project Manager	Action by FNC	Reference or guidance
5.	Record results of voting		Consensus must be achieved or an application is not successful Demonstrating consensus
6.	Communicate outcome of FNC decision to applicant		

12.8 Actions if final evaluations unsuccessful

	Action by Applicant	Action by Project Manager	Reference or guidance
1.		Communicate outcome of FNC decision to applicant	
2.	Decide whether to amend the application and resubmit an amended application		Return to Clause 12.3 pre-assessment of application
3.	Decide whether to resubmit with additional evidentiary material		Return to Clause 12.3 pre-assessment of application

12.9 Publish and communicate Fish Names Committee amendments

	Action by Project Manager	Action by FRDC	Reference or guidance
1.	Prepare process approval for FRDC		See 18.2 of <i>Standards Development procedure</i>
2.		FRDC board approves amendment to the Australian Fish Names Standard (AFNS)	
3.	Advise SDAC that there has been an amendment to or a new version of the Standard produced and assign ISBN		
4.	Update the online version of AFNS (fishnames.com.au)		

	Action by Project Manager	Action by FRDC	Reference or guidance
5.	Communicate the results to all stakeholders		<ul style="list-style-type: none"> • Email to stakeholder lists • FRDC website • Media release
7.	Contact SAI Global and prepare print ready version of revised or new version of the standard		
8.	Send print ready copy of revised or new version of the standard to Standards Australia		

13. ATTACHMENTS

#	Description
1	Nil



Fish Names Committee procedure

Adobe Sign Document History

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