

1. Purpose and Content

The purpose of this document is to define how the review of the [Sustainable Eel Group Standard](#) (the Standard) will be undertaken in 2017. This is informed by the document, [102 Standard Development Procedure](#). It aims to provide transparency and clarity on how the review will be undertaken. It covers:

- Terms of Reference
- Timetable
- Standard Panel
- Stakeholders
- Consultation
- Language
- Record-keeping
- Decision-making
- Publication
- Communications
- Feedback, concerns & complaints
- Revision

2. Terms of Reference

2.1 Objectives

2.1.1 The principal objective of the SEG Standard is to help to meet the vision defined in the [Theory of Change](#) in 2016, ie:-

to maximise the contribution of eel fishers, ranchers, aquaculturalists, traders and consumers of eel products to the restoration of healthy eel populations, distributed throughout their natural range, fulfilling their role in the aquatic environment and supporting sustainable use for the benefit of communities, local economies and traditions.

2.1.2 The Standard will be designed to ensure that implementation of the SEG Standard at the level of each individual SEG certificate holder **has a positive net impact on eel populations.**

2.1.3 The Standard will support the collection of the data necessary to monitor changes in eel populations and to demonstrate the efficacy of the Standard in achieving its objectives.

2.2 Scope of Application

2.2.1 The Standard will be designed to apply to eel fishing within European coastal, estuarine and freshwater systems, to eel ranching and aquaculture, and to the trade and transportation of live eels.

2.2.2 The Standard will include provisions for the monitoring of the trade in live eels and for the monitoring of the trade of eel products from source to end consumer.

2.3 Content and Structure

2.3.2 The Standard will include introductory sections describing its objectives, its scope of application, and providing a general description of the mechanisms for its verification and of the claims that may be made by individuals and businesses that are verified as complying with the standard's requirements.

- 2.3.3 The Standard will specify:
- The formal status of the document (i.e. whether draft, or approved for use);
 - The date on which it was approved, if applicable, and in the case of an updated version any transition period that may apply before the updated version comes into effect;
 - SEG’s contact information;
 - A statement to the effect that the approved English language version of the Standard is the official version, and that in the event of inconsistencies between this and other versions it shall be the approved English language version that shall be deemed definitive;
 - The date by when the Standard will be reviewed, which shall be no longer than five years after the date of its approval.
- 2.3.4 The Standard may include components that are applicable to specific categories of users, for example to glass eel fishers, glass eel buyers, yellow and silver eel fishers, eel aquaculturalists, eel ranchers, and/or to live eel traders.
- 2.3.5 The Standard may incorporate a scoring or weighting system that provides for differentiation between those users who are achieving the highest levels of performance and those who are achieving lower levels of performance that are still compatible with the Standard’s objectives.
- 2.3.6 The requirements of the Standard:
- Will be drafted so that conformity can be assessed for any applicant within the scope of the Standard without the need for subsequent modification or adaptation;
 - Will be drafted to minimize ambiguity in interpretation;
 - May be expressed in terms of process, management or performance requirements;
 - Will not favour any particular technology or patented item.
 - Will include requirements relating to data collection and reporting designed to facilitate the monitoring and evaluation of progress toward achieving the standard’s objectives.
- 2.3.7 The Standard will include or reference a glossary of key terms required to guide its consistent interpretation and implementation.
- 2.3.8 The Standard will include procedures on how the Standard will be applied. This will include how reports or suspicions of non-compliance will be handled.

3. Timetable

3.1 This is the timetable for the review of the Standard:

Date	Activities
January 2017	Publish the intention to review the Standard and how people can engage. See the announcement published on 16 January 2017.
February 2017	Start the review, invite comments on the existing Standard from users and interested parties
March 2017	SEG Leadership Team meets to re-affirm objectives for the Standard in line with the Theory of Change. Review Panel meets to review Standard and existing feedback
April 2017	1st draft Version 6 published for 2 month consultation
June 2017	Review Panel meets to consider further amendments following consultation
July 2017	Publish second version for 1 month consultation
September 2017	Review Panel meets to consider further amendments following consultation
October 2017	Correspondence with consultees to explain how comments have been used
November 2017	New Standard (Version 6) published and available for use

4. Standard Panel

- 4.1 The SEG Standard Panel is responsible for the review of the Standard.
- 4.2 Membership of the Panel is published on the SEG website [here](#). It is currently under review to be more representative across European countries.

5. Stakeholders

- 5.1 We have a network of over 800 contacts from across Europe in the commercial, conservation and science sectors who are interested parties in the European Eel. They will be contacted direct and invited to comment on the current version of the Standard and successive drafts of the new Standard.
- 5.2 If you are not on the mailing list (if you are you would have received the announcement of the review on 16 January 2017 entitled: 'Help us shape the new Sustainable Eel Standard') and you would like to be added, please contact: segpressoffice@gmail.com.

6. Consultation

As outlined in the timetable in section 3. above:

- 6.1 All known interested parties will be invited to comment on the current Standard.
- 6.2 The SEG Standard Panel will produce a first draft of a new version (Version 6) of the Standard in April 2017. It will be published, inviting comments over a two month period.
- 6.3 The Panel will consider those comments and produce a second draft for a further 1 month consultation in July 2017.
- 6.4 Those comments will be considered for the final version, to be published in November 2017.
- 6.5 The Panel will write to stakeholders to explain how comments received were considered.

7. Language

- 7.1 Our working language is English. The current version of the SEG Standard (June 2013) is also provided in French, due to the significant interest in the Standard by French fishermen.
- 7.2 This review of the Standard will also be provided in French (as is this Review document). We will consider carefully any requests for provision in other languages.

8. Record-keeping

- 8.1 We will make, keep and make accessible for review on request for at least five years:
 - a. Copies of drafts of the SEG Standard, and of the final approved version;
 - b. Names and affiliations of organisations, groups and/or individuals invited to comment;
 - c. Names and affiliations of the members of the SEG Standard Panel and invited experts who participated in the review;
 - d. Copies of all comments received on drafts of the SEG Standard;
 - e. A synopsis of the comments received in response to each draft of the SEG Standard, and an explanation of how the comments were subsequently taken into account;
 - f. A copy of the policies and procedures that guided the standard development activity;

- g. A description of and explanation for any variations from the published procedures for SEG Standard development;
- h. The final report on the implementation of the standard development procedure considered by the SEG Leadership Group and SEG Board showing how the procedure was implemented.
- i. All formal decisions of the SEG Standard Panel, the SEG Leadership Group and the SEG Board in relation to the development and approval of the SEG Standard.

9. Decision-making

The Governance for approval of the SEG Standard is as follows:

- 9.1 The SEG Standard Panel will complete the review and present a recommended final version of the Standard, with a supporting report, to the SEG Leadership Team.
- 9.2 When the SEG Leadership team is satisfied with the recommendations of the Standard Panel, it will present the Standard and supporting report to the SEG Board.
- 9.3 The SEG Board will make the final decision to approve the new Standard.

10. Publication

- 10.1 The SEG Standard will be published on the Sustainable Eel Group's website and available for download at: <http://www.sustainableeelgroup.org/seg-standard/>

11. Communications

- 11.1 News and updates about the review will be published on the SEG website. Stakeholders will be informed and directed there by e-mails to our mailing list and by Twitter. To follow us by Twitter, use: @EelGroup.

12. Feedback, concerns and complaints

- 12.1 Feedback on the current Standard, and any comments about the new Standard or the review process can be made by completing a [simple form](#) and e-mailing it to: standard@sustainableeelgroup.org.
- 12.2 Any complaints about the review process or how the Standard has been applied should also be addressed to standard@sustainableeelgroup.org. If you are not satisfied with how the complaint has been dealt with, you can escalate it to the SEG Chairman: a.kerr@sustainableeelgroup.org.

13. Revision

- 13.1 We are committed to continually improving the SEG Standard. Minor revisions will be made on an ongoing basis according to feedback and our experience of applying it.
- 13.2 The next full review of the SEG Standard will be in four years, ie. in 2021, unless a significant change in legislation, the environment or the status of the eel, requires an earlier review.