COMMUNITY CATCH
EVALUATION PROCESS

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Responsibility for this Standard

Community Catch is the owner of this standard and associated requirements. Community Catch is a registered charity; the Trustees of Community Catch and designated committees are responsible for this Standard and its ongoing review and development.

Amendment Record

Version No.	Date of Release	Amendment to previous
Draft for Consultation		
V1.0		

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1. Introduction

1.1 The Community Catch initiative is designed to provide pathways for market access and, where necessary, improvement of sustainable small-scale fisheries. This initiative is founded on maintaining a high level of rigour in our evaluation processes, but combined with an ease of access and affordability that makes participation achievable for small-scale fisheries.

1.2 This document outlines the process to be followed in carrying out an evaluation of a small-scale fishery. An accompanying document details the Community Catch Standard - the Social and Environmental requirements a small-scale fishery must meet in order to claim to be sustainable. These documents provide the definitive descriptions of the Community Catch evaluation process and standard.

1.3 The Community Catch Standard for Sustainable Small-Scale Fisheries contains minimum and target requirements. A Fishery Client/Fisher Group ('a Fishery') will be certified only if all Target Requirements are met. A fishery which is in scope and meets all Minimum Requirements will be recognised within the Community Catch initiative as long as ongoing improvements are demonstrated.

1.4 ~~Importantly, we do not expect representatives of small-scale fisheries to access and work through these documents. Instead,~~ Fishery Clients will access Community Catch through an open access Digital Platform. This will provide information, guidance and assistance as develop with the Community Catch Initiative.

~~**1.5 NOTE FOR PUBLIC CONSULTATION: These documents are provided as drafts for Public Consultation, and your comments and suggestions are welcome. Together with this consultation, we are carrying out detailed trials of the standard and process. Some aspects of the process have not yet been resolved (marked X) and will be developed based on the results of the consultation and trials.**~~

2. Release Date

2.1 The Release Date of the Community Catch Initiative is XX/XX/202X.

2.2 From the above date, any eligible wild-capture fishery is welcome to join the Community Catch Initiative. To begin the process, interested parties should visit www.communitycatch.org.

3. Scope Requirements: Who is eligible to join the Community Catch Programme

3.1 Small-Scale Fisheries

~~**3.1.1 NOTE FOR PUBLIC CONSULTATION: This section is based on our current scope criteria. An alternative approach to defining small-scale fisheries has been set out in the 'Consultation Response form' as part of this consultation.**~~

~~3.1.2~~3.1.1 A small-scale fishery is defined as either:

1. Vessels less than 24m (equivalent gross tonnage of 300 mt, or Length Overall (LOA) of 26.5m or 79 feet~~),~~ or no vessels[1]) using Labour Intensive or Passive Gear[2]; or
2. Vessels over 24m[3] AND/OR vessels using Active Gear, which achieve a score of 20 or less in the Community Catch Small-Scale Definition Matrix (SSF Matrix).~~if~~
   ~~a) All gear used is labour intensive[4] and~~
   ~~b) As part of the small-scale fisheries sector, the vessels and their owners are firmly rooted in local communities, traditions and values[5]~~

3.2 Other Scope Requirements

3.2.1 Species included within the Community Catch Initiative are fish, invertebrates, algae and aquatic plants only.

3.2.2 All gear types are allowable (including mobile bottom gear, poisons and explosives), subject to meeting the minimum requirements.

~~3.2.2~~3.2.3 Marine and Freshwater fisheries are included equally.

~~3.2.3~~3.2.4 The Community Catch programme is intended for wild harvest operations only. Other certification options already exist for aquaculture operations and it is not intended that these be replicated. However, many small-scale fishing operations entail some habitat alteration or stock enhancement. Excluded aquaculture operations would be those entailing active husbandry of animals or plants from juvenile stages to harvest. ~~This would therefore exclude animals or plants living on wholly artificial substrate or provided with feed augmentation throughout their life cycle~~[6].

~~3.2.4~~3.2.5 Introduced species are allowed within the Programme unless the fishery is based on continuing introductions of non-native species (at the point of entering the Community Catch Initiative, the species should be entirely self-sustaining in its fished location).

3.3 The Unit of Evaluation: Fishery Client and Fisher Group

[1] In cases of hand-gathering, diving etc where deployment of fishing gear from the vessel is not part of the fishing operation.
[2] Classification of main gear types is in Appendix A.
[3] In a Fisher Group of mixed vessel sizes, the largest vessel included shall be used to determine whether or not to use the SSF Matrix.
~~[4] Labour Intensive gear such as pots, pole and line, handline, hand-hauled nets, traps and lines.~~
~~[5] Fishery clients shall describe their relationship, and that of the vessel owners/licence holders/quota owners/skippers to the local community. 'Firmly rooted in local communities' shall be situations where significant beneficiaries are located within communities local to the fishery.~~
[6] Operations which would be within scope include bivalves or algae living on natural substrates (including those with some enhancement of substrate conditions, including use of Fish ~~A~~Aggregating Devices) and animals released from external sources which complete part of their life cycle in the wild – termed 'Enhanced Fisheries'. Operations outside of scope include bivalves or algae growing on wholly artificial substrates such as ropes or other suspended substrates and animals grown in ponds etc which rely on the addition of food, pharmaceuticals etc.

3.3.1 A Fishery Client[7] is the individual or organisation responsible for providing information, actioning any improvements necessary and meeting the costs of being within the Community Catch initiative. The Fishery Client will register an evaluation with Community Catch and identify the vessels/fishers included within the evaluation – the Fisher[8] Group.

3.3.2 Anyone can be a Fishery Client as long as they have agreement of the fishers included in the Fisher Group. If the Fishery Client is not a Fisher or Fisher Organisation, then a Fisher Representative shall be identified to assist the Fishery Client through the evaluation process.

3.3.3 The Fishery Client holds the authority to control the identification of product as originating from a specific Community Catch registration. This recognises the commitment made by the Fishery Client, but membership of a Fisher Group shall always be a voluntary action by the Fisher(s) involved.

3.3.4 The Fisher Group are the vessel skippers, license/right holders (e.g. quota owners) and/or vessels/vessel owners that are entering the Community Catch programme under a single Fishery Client.

3.3.5 There is no upper or lower limit on the number of vessels/fishers in a Fisher Group. There is no limit on the number of Fisher Groups that may be represented by a Fishery Client.

3.3.6 A Fisher Group is defined by:

1. The vessels/fishers forming the group – this is the basis of the Fisher Group.
2. The fishing gears used within the group. It is recognised that many small-scale fishers use multiple gear types – we encourage inclusion of any and all gears used.
3. The commercial species taken with each gear used. It is recognised that many small-scale fisheries target multiple species and so inclusion of these multi-species fisheries is an integral part of Community Catch.

4. Entering the Community Catch Initiative ~~–~~ Self-Assessment

4.1 The Community Catch Self-Assessment tool is available online via the Community Catch Digital Platform at www.communitycatch.org and is free to use. Anyone is welcome to use the Community Catch self-assessment and any associated improvement resources without obligation, but recognition within the Community Catch Initiative requires formal registration and successful ~~verification~~evaluation.

[7] The Fishery Client may be a Fisher, a group of Fishers, a Fishers Organisation (Producers Organisations, Fisher's Associations), a Processor, Merchant, NGO, Management Body etc.~~,~~

[8] Fisher Groups may be identified by vessel skippers, license/right holders (e.g. quota owners) and/or vessels/vessel owners. All Fishers working within the Fisher Group would be included.

4.2 To begin the process of recognition within the Community Catch initiative, the Fishery Client shall~~must~~ complete the self-assessment:

~~1. Complete the registration form on the Community Catch website. Guidance and assistance will be available.~~

1. Access the self-assessment via the Community Catch website.
2. Provide the necessary~~required~~ information on the Fisher Group by answering the questions in the Self-Assessment Form[9]. Guidance and assistance will be available throughout the self-assessment.
3. Provide evidence to support the answers provided in the Self-Assessment. Tools, guidance and other assistance will again be available.

4.3 Based on the results of ~~outputs of~~ the self-assessment, the Fishery Client can choose whether or not to proceed to the full Independent Assessment Process. If the Fishery Client wishes to proceed, they shall~~.~~ complete the registration form on the Community Catch Digital Platform~~website~~. Guidance and assistance will be available.

~~3.3~~

5. Independent Evaluation Process

5.1 The full Independent Evaluation will be carried out by an accredited independent third-party Conformity Assessment Body (CAB).

5.2 On choosing to proceed to the full Independent Evaluation Process, the Fishery Client will choose an accredited CAB. Information on accredited CABs will be made available on the Community Catch Digital Platform.

~~5.2~~5.3 Independent Evaluation activities will initially be carried out remotely, based primarily on information provided in the Self-Assessment. ~~; o~~Other relevant information known by, or provided to, the CAB should be included in the evaluation[10]~~may be considered at the discretion of the CAB~~. On-site audits may be carried out by mutual agreement of the Fishery Client and CAB if this is seen as necessary and/or the most effective means of demonstrating compliance.

[9] The Self-Assessment Form asks those questions, relevant to the Fisher Group, which are part of the Community Catch standard. It also includes optional supporting information such as risk assessments and fisher worker surveys. The Self-Assessment includes guidance throughout.

[10] The expectation is that the 'guided' Self-Assessment would avoid the need for the CAB to undertake extensive data-gathering exercises, with concomitant costs. However, where the CAB is aware of other pertinent information, we encourage the use of this information to improve evaluations without entailing excessive costs. Community Catch will work, wherever possible, to catalogue generic information for CAB use.

~~5.35.1 On choosing to proceed to the full Independent Evaluation Process, the Fishery Client will choose an accredited CAB. Information on accredited CABs will be made available on the Community Catch Digital Platform.~~

5.4 The CAB will initially confirm that:

a) the Fisher Group is within scope
b) the Self-Assessment has been completed

CAB Evaluation Reports will be completed using ~~proforma~~ templates on the Community Catch Digital Platform.

5.5 If these points are all confirmed, the CAB will Announce the Fishery Client and Fisher Group Evaluation to identified individuals or organisations with an interest in the Fisher Group Evaluation (hereafter called 'Stakeholders'). The Announcement will contain links to the Self-Assessment.

5.6 There will be a period of 30 days during which Stakeholders may register comments in relation to any items in the Self-Assessment. Stakeholder Comments will be submitted to the CAB using a proforma document~~lodged via the Digital Platform~~. Stakeholder comments will be made public with the Evaluation Report unless the stakeholder requests, and/or the CAB wishes to maintain confidentiality. Confidentiality should provide protection to individuals reporting issues including, but not limited to, criminality, risks to health and safety or risks to the environment and should protect financial information not relevant to an evaluation. Confidentiality does not reduce requirements for stakeholders to provide evidence to the CAB to support their comments.

5.7 The information on the Self-Assessment Form will be verified by the CAB. This verification will include a review of, and response to, issues and questions raised by Stakeholders. The CAB determination in relation to each clause of the Community Catch Standard will be included in the CAB Evaluation Report.

5.8 The Fishery Client will confirm acceptance of the CAB report. The CAB may first revert to the Fishery Client on any questions raised in the Independent Evaluation Process. ~~A~~Questions not addressed by the Fishery Client ~~period of 60 days will be allowed for the client to respond, otherwise any outstanding issues~~ will be carried into the ~~Improvement~~Client Action Plan (Section 7).

~~5.9 The CAB Evaluation Report will be added to the Self-Assessment Form on the Community Catch website.~~

~~5.10~~5.9 The CAB shall assign at least one person to review all information and results related to the evaluation. The review shall be carried out by person(s) who have not been involved in the evaluation process.

5.10 The CAB shall assign at least one person to make the certification decision based on all information related to the evaluation, its review, and any other relevant information. The certification decision shall be carried out by a person or group of persons [e.g. a committee] that has not been involved in the Evaluation Process.

~~5.11~~

~~5.12~~5.11 The outcome of the CAB verification will be confirmation of one of the following three outcomes for the Fisher Group:

1. All Target Requirements of the standard are met, and the Fisher Group is Certified. [The Certificate will be valid for five (5) years].
2. All scope and Minimum Requirements are met, but not all Target Requirements of the standard are met. The Fishery Group is not certified but is recognised under~~as~~ a Community Catch Fishery Improvement Plan~~'Improving within the Community Catch Initiative'~~. Support and tools are available on the Community Catch website to assist in making the necessary improvements.
3. All scope and Minimum Requirements are not met. The Fisher Group is not recognised within the Community Catch Programme, but the self-assessment and support tools are still available to assist in making necessary improvement(s). Further requirements of this Evaluation Process would not be applicable. The Fishery Client/Fisher Group could reapply for evaluation at any time.

6. Certification Decision

6.1 If, as a result of the Independent Evaluation, the CAB decides to award certification, the CAB shall be responsible for, and shall retain authority for, its decisions relating to certification.

6.2 On completion of the Evaluation Process, the Self-Assessment Report and Evaluation Report will be made publicly available via the Community Catch Website and Digital Platform, together with the certificate (if issued). Recognition of the Fisher Group within the Community Catch Initiative will commence from the date of publication.

7. ~~Improvement~~Client Action Plan and Timelines

7.1 If the Fisher Group meets all scope and Minimum Requirements, but not all Target Requirements of the standard, the Fishery Group is recognised ~~as 'Improving~~ within the Community Catch Initiative~~Programme'.~~ under a 'Community Catch Fishery Improvement Plan' (CCFIP)

7.2 Proformas, information, tools and other resources will be made available to the Fishery Client, by Community Catch and partners, in order to assist in the preparation and execution of a~~n Improvement~~Client Action Plan. The Client Action Plan will be set out in the relevant Community Catch Client Action Plan proforma. The ~~Improvement~~CAB will populate the Client Action Plan proforma to~~will~~ identify those ~~aspects~~ Performance Indicators of the Community Catch Standard which are not met and the Fishery Client will identify clear actions to be taken to address these.

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7.3 Community Catch recognises the resource challenges facing many small-scale fisheries in addressing management issues. While populating the ~~The Improvement~~Client Action Plan proforma, the CAB will identify those parts of the standard which are within the control of the fishery client/fisher group and those (environmental or political) which are beyond the control of small-scale fishers and require the intervention of external parties. The~~Accordingly, the~~ CAB will determine the ~~maximum~~ timescale for~~to~~ completion of the ~~an Improvement~~Client Action Plan. The maximum timescale would normally be 15 years[11]. For Fisher Groups with few (3 or less or <3%) non-conformances and where these are entirely within the control of the fishery client/fisher group, improvements would normally be expected to be completed within 5 years. For Fisher Groups with some (4-9 or less than 9%) non-conformances and where these are entirely within the control of the fishery client/fisher group, improvements would normally be expected to be completed within 10 years. For Fisher Groups with many (10 or more) non-conformances, or issues that are beyond the control of small-scale fishers and require the intervention of external parties, improvements would normally be expected to be completed within 15 years.

7.4 The CAB will ensure that a Client Action Plan is in place which addresses all target Performance Indicators which have not been met. If time taken in preparing the Client Action Plan exceeds 12 months from the completion of the CAB Evaluation, the CAB may require a Surveillance Audit prior to acceptance of the Action Plan.

~~7.4~~7.5 Progress against the ~~Improvement~~Client Action Plan shall be considered by the CAB at annual surveillance audits within each 5-year period. CABs shall confirm the status of each Action in the Client Action Plan~~report where progress has, or has not, been made~~.

~~7.5~~7.6 ~~The Improvement~~When an Action has been completed, the CAB is in a position to re-evaluate the relevant Performance Indicator. This would normally take place as part of the 5-yearly Re-Evaluation (see 10. Below). Evaluations may also take place at an annual surveillance audit, but may entail additional costs – this should be agreed between the Fishery Client and CAB. ~~Plan shall ensure that all requirements of the standard will be met. Improvement will be recorded and the Fisher Group re-evaluated against the Community Catch standard at the next 5-yearly re-evaluation.~~

~~7.6 Insufficient progress will lead to suspension as set out in Section 11.~~

8. Changes to the Fisher Group

8.1 ~~The~~ Fishery Clients may wish to change or extend the ~~may alter the~~ scope of the Fisher Group ~~at any time~~; this may involve changing the members of the Fisher Group, adding a new ~~changing the recognised~~ gear used or adding to or modifying ~~changing~~ the Community Catch 'recognised species'. Community Catch wises to encourage such flexibility. In particular, additional vessels are able to join the Fisher Group ~~at any time~~, but only with the consent of the Fishery Client.

[11] An additional 5-year extension may be allowed (to the determined 5, 10 or 15 year timescale) if the Fishery Client has made good faith efforts to complete the ~~Improvement~~Client Action Plan, substantial improvements have already been made, and the Fishery Client can reasonably claim that remaining issues can be completed within a further 5 years.

8.18.2 Proposed changes to the Fisher Group will be notified to the CAB.

8.28.3 If the scope of the Fisher Group is reduced, the Fishery Client need only record this in the Self-Assessment and identify any resulting changes in the Improvement Plan.Vessels/fishers may be removed from the Fisher Group, including on the basis of non-compliance with group requirements.

8.4 If the same Fisher Group wishes to include additional gear and/or species under Community Catch, then a new Fishery Client/Fisher Group registration should be begun. Those parts of the original self-assessment unaffected by the change shall, with CAB approval, be replicated in the new self-assessment and their original CAB evaluation also replicated in a new evaluation (but considering any findings from subsequent surveillance audits).

8.38.5 If additional Fishers/vessels are added to the scope of the Fisher Group is increased (additional vessels, gears, species), , then the Fishery Client shall inform the CAB of changes add this information to the Self-Assessment, together with any necessary additions to the ImprovementClient Action Plan and immediately inform the CAB of changes. This additional information will be verified evaluated by the CAB: this will involve all stages of the Independent Evaluation Process. Original timescales for Re-Evaluation shall not be affected by further Independent Evaluations in response to changes to the Fisher Group.

9. Surveillance Activities

9.1 Fishery Clients and Fisher Groups which are Certified shall undergotake surveillance audits once per certification cycleonly, between the second and third anniversary of publication of the Evaluation Report.

9.2 Fishery Client and Fisher Groups which are undertaking a Community Catch Fishery Improvement Plan (CCFIP)Improving within the Community Catch Initiative shall undergotake surveillance audits on an annual basis. Prior to each Surveillance Audit, Fishery Clients and Fisher Groups which are taking part in a CCFIPImproving within the Community Catch Initiative shall record actions taken in achieving the ImprovementClient Action Plan on an annual basis. Fishery Client and Fisher Groups which are Improving within the Community Catch Initiative shall undertake surveillance audits on an annual basis.

9.3 Surveillance audits will be carried out by a CAB. Surveillance auditsctivities will normally be carried out remotely. On-site audits may be carried out by mutual agreement of the Fishery Client and CAB if this is requiredseen by the CAB to as the most effective means of demonstrateing compliance.

9.4 A CAB will carry out a Surveillance audit. Surveillance Audits This shall confirm that:

a) AnyNo changes have occurred in the operation or circumstancesenvironmental sustainability of the Fisher Group that mean the Minimum Requirements of the Community Catch Standard are no longer met. If any Minimum Requirements are not met, the fishery will be suspended as set out in Section 11.

b) ~~For certified Fisher Groups, that n~~Any~~o~~ changes that have occurred in the operation or environmental sustainability of the Fisher Group that mean that ~~all~~ Target Requirements of the Community Catch Standard are no longer met. If the Target Requirements are no longer met, but Minimum Requirements continue to be met, then the Fisher Group will continue to be recognised as ~~'~~Improving within the Community Catch Programme~~'~~ and a~~n~~ ~~Improvement~~Client Action Plan will be prepared or amended. Timescales for additional actions will begin from the time of the Surveillance Audit.

c) For Fisher Groups undertaking CCFIPs~~'Improving within the Community Catch Programme'~~, that actions taken in meeting the ~~Improvement~~Client Action Plan are being completed on schedule. Delays may occur due to factors outside of the control of the Fishery Client and Fisher Group; these shall be accommodated as long as the Fishery Client makes good faith efforts to achieve the outcomes set out in the ~~Improvement~~Client Action Plan. Failure to implement actions within the Client Action Plan, without clear and reasonable explanation, will result in Suspension (Section 11)

9.5 The results of the CAB Surveillance Audit will be recorded in a Surveillance Report and this added to ~~the Self-Assessment Report on~~ the Community Catch Digital Platform.

9.6 All required Surveillance Audits must take place. These shall take place at a suitable time at the mutual agreement of the Fishery Client and CAB, where practicable this should be within 3 months before or after~~before~~ the anniversary of publication of the Evaluation Report. A failure by the Fishery Client to take part in Surveillance Audits will lead to Suspension (Section 11).

9.7 If there have been changes in the Fisher Group requiring a further Independent Evaluation Process, then this shall remove the requirement for the next scheduled Surveillance Audit.

10. Re-Evaluation

10.1 To ensure continuity of inclusion within the Community Catch Initiative, the Re-Evaluation process should be completed before the 5-year anniversary of publication of the previous Evaluation Report.

10.2 Prior to re-evaluation, all Fishery Clients shall ensure the Self-Assessment report is updated, including the effects of any actions undertaken in line with the ~~Improvement~~Client Action Plan (if applicable).

10.3 The updated Self-Assessment will be verified by the CAB: this will involve all stages of the Independent Evaluation Process.

10.4 Fishery Clients 'Improving within the Community Catch Programme' must record actions completed, as specified in their ~~Improvement~~Client Action Plan. Delays may occur due to factors outside of the control of the Fishery Client and Fisher Group; these shall be accommodated as long as the Fishery Client makes good faith efforts to achieve the outcomes set out in the ~~Improvement~~Client Action Plan. Fishery Clients not making

good faith efforts to achieve the outcomes set out in the ~~Improvement~~Client Action Plan shall proceed to the Suspension process (Section 11).

10.5 If the CAB determines that actions specified in the ~~Improvement~~Client Action Plan are not expected to lead to the Fishery Group meeting the Community Catch Standard requirements, the ~~Improvement~~Client Action Plan will be amended to address any deficiencies. Improvement timescales may be extended as a result, but additional time allocations~~requirements~~ should be restricted to an additional ~~single~~ 5-year cycle.

10.6 Changes in the Community Catch Standard may extend improvement timescales. This shall be accommodated as long as the Fishery Client makes good faith efforts to achieve the outcomes set out in the existing ~~Improvement~~Client Action Plan.

10.7 The outcome of the CAB Evaluation will reflect the updated status of the Fisher Group. This should lead to eventual Certification.

11. Suspension and Withdrawal

11.1 Community Catch is a voluntary scheme and Fishery Clients may voluntarily withdraw at any time by notifying the CAB. This does not affect any contractual liability between the Fishery Client and CAB.

11.2 Fisher Groups shall be suspended by the CAB if one or more of the following is determined to apply, either at a Surveillance Audit or Re-Evaluation:

a) The Fisher Group no longer meets the Community Catch Minimum Requirements
b) It has not achieved, or made good faith efforts to achieve, actions specified in the ~~Improvement~~Client Action Plan
c) It fails to provide information required ~~for~~ by the CAB to undertake its proper functions within the~~is~~ Community Catch Evaluation Process
d) It fails to meet contractual obligations to the CAB

11.3 Fisher Groups which are suspended shall be identified as such on ~~removed from~~ the Community Catch Digital Platform for the duration of the suspension. The reason for the suspension will be set out in the appropriate audit report.

11.4 Fishery Clients and Fisher Groups ~~are able to~~shall follow a separate process to address the causes of the suspension and re-enter the Community Catch Initiative:~~.~~

a) Fisher Groups re-entering within 12 months of suspension occurring shall provide the information required by the CAB and undergo a Surveillance Audit
b) Fisher Groups re-entering after 12 months of suspension occurring shall provide the information required by the CAB and shall ~~update their Self-Assessment and~~ proceed through the full Independent Evaluation Process.

When the suspension if lifted, Fisher Groups would be expected to address all remaining issues in accordance with their original ~~improvement~~Client Action plan (i.e. addressing issues over subsequent 5-yearly cycle(s)).

Appendix A. Classification of Main Gear Types

Gear	Classification
Hand lines and pole lines	Labour Intensive
Pots	Labour Intensive
Beach seines	Labour Intensive
Hand-gathered	Labour Intensive
Trammel nets	Passive
Set gillnets	Passive
Encircling gillnets	Passive
Combined trammel and gillnets	Passive
Driftnets	Passive
Lampara nets	Passive
Trap	Passive
Longlines	Passive
Set longlines	Passive
Troll lines	Passive
Danish seines	Active
Scottish seines	Active
Boat operated lift nets	Active
Purse seines	Active
Beam trawls	Active
Bottom otter trawls	Active
Bottom pair trawls	Active
Midwater otter trawls	Active
Otter twin trawls	Active
Pelagic pair trawls	Active

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