
Draft Project plan for the CEN Workshop on "Aquaculture hatchery production of Low Trophic Species"

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by
2022-08-14 to RDu@standard.no**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

Tromsø, 2022-07-07 (Version 1.0)

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1 Status of the project plan

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to petter.olsen@nofima.no.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2022-09-27 in Rimini, Italy, in connection with the Aquaculture Europe 2022 conference**.

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
Petter Olsen, Nofima	Senior scientist at Nofima, in AquaVitae working with applications of technology in relation to aquaculture of Low Trophic Species (LTS), extensive experience with national and international standard development processes, including CWAs.

2.2 Other potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- Low Trophic Aquaculture producers
- Low Trophic Aquaculture industry suppliers and other industry actors
- Governmental organizations and NGOs interested in Low Trophic Aquaculture production
- Scientists and consultants interested in Low Trophic Aquaculture production

take part in the development of this CWA.

2.3 Participants at the kick-off meeting

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

Person	Organisation
Workshop proposer Petter Olsen	Workshop proposer Nofima
Colin Hannon	Atlantic Technological University
Philip James	Nofima
Cliff Jones	Rhodes University
Björn Suckow	Alfred Wegner Institute
Matthew James Slater	Alfred Wegner Institute

Åsa Strand	IVL Svenska Miljöinstitutet
Workshop secretariat Rolf Duus	Workshop secretariat

2.4 Registered Workshop participants

The following persons or organisations have registered as Workshop participants at the kick-off meeting and will actively participate in the development of the CWA.

Person	Organisation
Workshop Chair Petter Olsen	Workshop Chair Nofima
Workshop Vice-Chair Colin Hannon	Workshop Vice-Chair Atlantic Technological University
Philip James	Nofima
Cliff Jones	Rhodes University
Björn Suckow	Alfred Wegner Institute
Matthew James Slater	Alfred Wegner Institute
Åsa Strand	IVL Svenska Miljöinstitutet
Workshop secretariat Rolf Duus	Workshop secretariat

3 Workshop objectives and scope

3.1 Background

The technical challenges that exist in the hatchery production of new and emerging Low Trophic Species (LTS) are significant, and to a large degree they are the same across species and sectors. In all cases the basic production biology of a new species must be understood prior to evaluating the efficacy of the species for aquaculture production. In the H2020 AquaVitae project extensive, multi-year trials are undertaken to produce macroalgae, echinoderms (sea urchins and sea cucumbers), and shellfish (oysters and mussels), as well as Integrated Multi-Trophic Aquaculture (IMTA). This Workshop will collate existing knowledge with experiences from these trials and make a “Good Practice” recommendation for LTS hatchery production containing both general recommendations as well as recommendations specific for the hatchery production of the species listed.

3.2 Scope

The planned Workshop establishes a “Good Practice Recommendation” for aquaculture hatchery production of Low Trophic Species.

The planned Workshop is intended to be used by anyone involved in - or interested in the aquaculture hatchery production of Low Trophic Species.

3.3 Related activities

The subject of the planned CWA is not at present the subject of a standard. However, there are committees, standards and/or other technical specifications that deal with related subjects and thus need to be taken into account - and involved, where necessary - during this Workshop:

ISO/TC 234 Fisheries and Aquaculture

4 Workshop programme

4.1 General

The kick-off meeting is planned to take place on 2022-09-27 in Rimini, Italy, in connection with the Aquaculture Europe 2022 conference. An initial draft / skeleton of the CWA will be presented at the meeting, and after incorporating the comments and suggestions received at the meeting it will be published for public commenting for a period of at least 60 days.

A total of 5 Workshop meetings (kick-off meeting and Workshop meetings) and web conferences will be held, during which the content of the CWA(s) will be presented, discussed and approved.

The CWA will be drawn up in **English** (language of meetings, minutes, etc.). The CWA will be written in **English**.

4.2 Workshop schedule

Table 1: Workshop schedule (preliminary)

CEN/CENELEC Workshop	M01 Jul 22	M02 Aug 22	M03 Sep 22	M04 Oct 22	M05 Nov 22	M06-09	M10 Apr 23	M11-13	M14 Aug 23	M15 Sep 23	M16 Oct 23	M17 Nov 23	M18 Dec 23
Initiation													
1. Proposal form submission and TC response													
2. Project plan development													
3. Open commenting period on draft project plan													
Operation													
4. Kick-off meeting													
5. CWA(s) development													
6. Open commenting period on draft CWA(s) (optional)													
7. CWA(s) finalised and approved by Workshop													
Publication													
8. CWA(s) publication													
Dissemination (see 7)													
Milestones													

- B** CEN/CENELEC BT meeting deciding on establishment of a CEN/CENELEC Workshop
- K** Kick-off
- M** Workshop meeting
- V** Virtual Workshop meeting
- A** Adoption of CWA
- P** Publication of CWA
- D** Online distribution of CWA

5 Resource planning

All costs related to the participation of interested parties in the Workshop's activities will be borne by themselves. There is no fee for registered participation in the Workshop. The direct costs related to the Workshop meetings (meeting room hire, etc.) will be covered by the European Commission Horizon 2020 Research and Innovation Action AquaVitae (full title "New species, processes and products contributing to increased production and improved sustainability in emerging low trophic, and existing low and high trophic aquaculture value chains in the Atlantic"), EC Project 818173.

6 Workshop structure and rules of cooperation

6.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;
- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

6.2 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

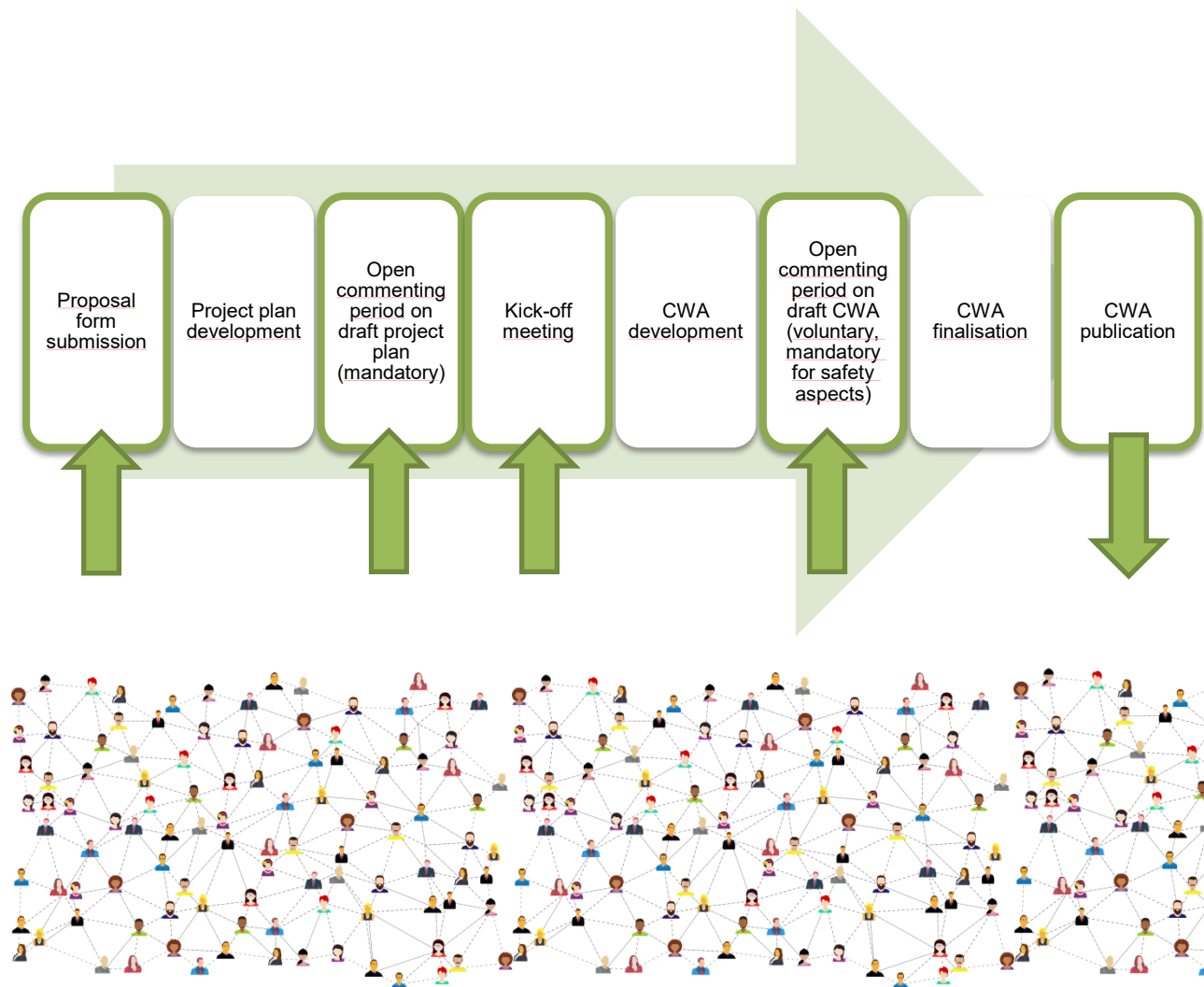
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

6.3 Decision making process

Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

7 Dissemination and participation strategy



Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- standards committee, working group etc.
- publisher of technical rules
- others

Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- others

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on aquavitaeproject.eu to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

Open commenting period on draft CWA

The draft CWA will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- others

In addition to the CCMC website, the draft CWA will be advertised on aquavitaeproject.eu to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA (short term).

CWA publication

The final CWA will be disseminated to the following relevant stakeholders and bodies:

- standards committee, working group etc.
- publisher of technical rules
- others

In addition to the CCMC website, the final CWA will be advertised on:

- AquaVitae website and AquaVitae newsletter
- AquaVitae final conference
- Social media, such as
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter
- Horizon Results Platform
- other channels depending on access and interest

8 Contacts

- Workshop Chair:

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- Workshop proposer

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