

AAC Policies

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This document supplements the AAC's statutes and Rules of Procedure by introducing policies and procedures aimed at improving the functioning of the AAC.

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Procedure for follow-up on recommendation

Once the European Commission (EC) replied to a recommendation:

1. The rapporteur proposes follow-up actions using the AAC template.
2. The WG approves the proposal.
3. The follow-up actions that involve the EC, the member states or the European Parliament are coordinated by the rapporteur, the WG chair, the secretariat and the Chair.
4. Steps 1 – 3 are repeated until the WG decides to close the recommendation.

The dashboard on recommendations provides an overview on all follow-up actions ('what, when and who').

1. The secretariate updates the dashboard quarterly (February, May, August and November).
2. The Chair monitors progress on follow-up actions and prepares quarterly updates to the ExCom (March, June, September and November).

Procedure for handling consultations on research project proposals

The AAC does not give priority to research projects proposals as it is not a core objective of the AAC.

The general policy is that the AAC does not provide input to research project proposals, but the scope of a project may justify exceptions (i.e. significant implications for the preparation/impact of a recommendation).

Response to research projects is handled as follows:

1. The Chair and the secretariat recommend to the Management Committee (ManCom) on whether a proposal is 'significant' or not.
2. The ManCom mandates a WG to prepare a response.
3. The relevant WG chair decides on the response.
4. The ManCom approves the response.

Financial compensation policy rapporteurs

The AAC can provide financial compensation to rapporteurs up to 4.000 € per deliverable following an application from a rapporteur's organisation if the AAC finds that the request is justified.



The compensation is formalised via the signature of a contract between the rapporteur's organisation and the AAC. The contract includes a specific assignment letter, detailing the work to be carried out, the timeline as well as the payment conditions.

Translation Policy for recommendations

Recommendations are edited to ensure good quality of drafting and translated into French, Italian, Spanish and German and upon request into Greek, Polish, Romanian, Portuguese and Swedish on a case-by-case basis.

Policy on participation in external events

The AAC gives priority to invitations on aquaculture events from EU public institutions and Member States' public authorities. The Chair can accept such invitations or consult the ManCom or ExCom if in doubt.

'External events' refer to invitations where the AAC is asked to present itself, a recommendation or a good practice developed by the AAC or the European Commission.

Invitations are shared with the ExCom, and the Chair decides on participation on the following conditions:

1. The AAC is invited to present itself, a recommendation or a good practice.
2. The host/organiser/participants are considered relevant stakeholders.
3. The programme/agenda items are relevant to the AAC.
4. An AAC representative is willing and available to present the recommendation or the good practice.

The AAC representative is selected according to the following order of priority depended on whether the invitation concerns a presentation on a recommendation/good practice or on the AAC as an institution:

- Recommendation/good practice: 1. Rapporteur., 2. WG chair/vice-chair, 3. Chair.
- AAC: 1. The Chair, 2. the secretariat

The AAC representative must only present AAC positions that are reflected in the recommendation/good practice or attuned with the ExCom prior to the event.



Policy on observers' practices supplementing the statutes and RoP

1. Inviting observers to attend AAC meetings is a way of attracting new members.
2. Observers are entitled to have the floor at all AAC meetings.
3. Observers should be registered in the European Transparency Register.

Involvement of external experts

The experts invited to present their activities at WG meetings are either designated by the WG chair or vice-chair when preparing the agenda, or by the European Commission when the expert needed is an official.

For EC officials, the secretariat asks DG MARE to nominate the relevant EC expert. If the expert is unavailable and a substitute does not have the same level of expertise the WG chair can decide to either accept the substitute or schedule a separate online event when the EC expert can attend, considering the extra costs and scheduling. The secretariat liaises with the EC person in charge of the presentation to ensure that the AAC specific needs and request will be tackled by the presentation.

For experts selected for the preparation of a study, Terms of Reference are approved before being published. The expert selection is made by the WG chair, WG vice-chair and secretariat and approved by the WG. The expert is then contracted for a maximum period of a year to deliver its work.

The ManCom's tasks, responsibilities and decision powers

The ManCom's tasks, responsibilities and decision powers vis - à - vis the ExCom are as follows:

ManCom	ExCom
Decisions	
Approves budget proposals from the Chair/Secretariat < 10.000 €	Informed on decisions
Research projects (internal policy)	Informed in decisions
Responsibilities	
Monitors the completion of recommendations included in the Strategic Plan	Informed on deviations
Proposes allocation of topics between WGs	Approves
Assists the Chair/secretariat with the follow up on recommendations	Decides on new actions not included in a recommendation
Ad hoc tasks	
Carries out specific tasks mandated by the ExCom	Informs the ManCom on tasks



Help the Chair/secretariat on preparing meetings with DG MARE and OMC	Approves AAC talking notes
Guides the Chair/secretariat on membership applications and internal procedures	Approves/adopts

ExCom strategic objectives and tasks

The AAC's strategic objective is to contribute to the achievement of the objectives in the Strategic Guidelines by carrying out 4 tasks:

1. Implement AAC actions in the Strategic Guidelines.
2. Adopt and submit recommendations to the Commission and the Member States.
3. Implement actions following an independent performance review.
4. Prepare the annual report, the annual budget and the annual Strategic Plan.

The Chair prepares quarterly updates on the ExCom's current strategic and tactical tasks.

Policy on webinars on dissemination

The Strategic Guidelines include specific actions requesting the AAC to '**support, disseminate, promote, ensure or encourage**' something to the EU aquaculture sector. The AAC uses webinars for such exercises and will carry out no more than 3 webinars per year with a duration of no more than 2 hours.

The main **target group** is EU aquaculture producers, but other relevant stakeholders may also be invited. The ExCom decides if a webinar is restricted to a limited target group or open to all participants.

The webinars provide **simultaneous interpretation** in English, French, German, Italian and Spanish, but the Chair may decide to include additional languages.

The ExCom decides on the **topics**, and the webinars are **recorded and uploaded** on the AAC website.

The relevant WG chair, the Chair, the secretariat and or the rapporteur draft a concept note including a date and a motivated agenda. The draft states if it is a restricted/public webinar, who chairs the webinar, and participants if it is a restricted webinar. The ExCom adopts the proposal, and the secretariat prepares and sends the invitation to the AAC members that forward it to their members and other stakeholder they find relevant. Upon adoption of a restricted webinar the secretariat sends the invitation to the participants. Invitations are translated into English, French, German, Italian and Spanish, but the Chair may decide to include additional languages.



Documents and protocol for written adoption

The AAC adopts recommendations, follow-up on recommendations, minutes, letters and position papers.

When the DG MARE aquaculture unit consults the AAC on specific EC documents, the AAC may decide to reply with a position paper sent exclusively to the DG MARE aquaculture unit.

All AAC documents are adopted (FG/WG/ExCom/GA) as follows:

- Draft documents are circulated for simultaneous comments and approval.
- If comments are received, a new 2-week consultation for comments and approval is launched once those comments have been answered and the document is revised.
- In urgent cases, the 2-week consultation period may be shortened as necessary. Simultaneous consultation of the WG and ExCom may also be considered, when needed.
- ExCom minutes and Chair's talking notes are approved exclusively by the ExCom.

The members are invited to introduce comments directly in the text by proposing an alternative wording including a justification and to indicate their name if it does not appear with track-changes.

Policy on membership fee payments

In accordance with Article 13 of the Statutes and Article 14(3)(f) of the Rules of Procedure, the Secretariat manages the invoicing and collection of annual membership fees.

The procedure for the payment of membership fees is as follows:

1. The Secretariat sends each Member Organisation the invoice for its annual membership fee for the following financial year by July of the current year. Payment shall be due upon receipt.
2. If payment has not been received within two weeks of the payment deadline, the Secretariat sends a payment reminder.
3. If payment has not been received within two weeks of the payment reminder deadline the Secretariat sends a second reminder and consults the Member Organisation.
 - A) If the consultation confirms that the member has decided to terminate its membership the member is asked to provide written notice to the AAC Chair as stipulated in Article 4(6) of the Statutes.
 - B) If a notice has not been provided within two weeks after the second reminder, the Secretariat activates the membership termination procedure set out in Article 4(7)



of the Statutes.

4. The 31 October payment deadline for the following financial year shall not apply to new AAC members or to ExCom membership fees in years when ExCom membership is renewed.
5. New AAC members joining after the start of the financial year shall be required to pay the full annual membership fee.

