



Fostering Mediterranean fish ensuring traceability and authenticity

Grant Agreement No	1933	Project Acronym	SUREFISH
Project Title	Fostering Mediterranean fish ensuring traceability and authenticity		
Funding scheme	PRIMA – Partnership for research and innovation in the Mediterranean area		
Project Coordinator	ENCO		
WP Number	6		
Deliverable number	D6.1		
Deliverable Title	SUREFISH Network governance rules		
Lead Beneficiary	ANFACO		
Start date of the project	01.03.2020	Duration of the project	36 months
Contractual delivery date	30.04.2021 (deadline as stated in the DoA)		
Actual delivery date:	31.08.2021		
Type of Deliverable	R (Document, Report)		
Dissemination level:	PU (Public)		
Authors:	ANFACO		
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Version:	1.0		



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History of changes

Version	Author	Date	Comments
0.1	ANFACO	23.06.21	Preliminary version for partner revision
0.2	ENCO	23.07.21	First revision and formatting
0.3	INSTM	23.08.21	Second revision
0.4	ANFACO	24.08.21	Final version sent to the Coordinator
0.5	ENCO	25.08.2021	Revision and formatting
0.6	ENCO	27.08.2021	Quality Assessment
1.0	ENCO	31.08.2021	Final version

Table 1: History of changes

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Abbreviations and Acronyms

Abbreviation / Acronym	Description
EC	Executive Committee
PRIMA	Partnership for research and innovation in the Mediterranean area
SINL	SUREFISH International network of laboratories
WP	Work Package

Table 2: Abbreviation and Acronyms

Executive Summary

One of the objectives of the SUREFISH project is the creation of an international network of laboratories working on Mediterranean fish traceability and authenticity. A database of public and private laboratories, located in Europe and other Mediterranean countries, that offer analytical services and facilities for the detection of the different types of fraud will be created.

Additionally, a networking space to exchange and share information and experience, harmonized protocols, on fish specialized analytics and authentication, will also be created. Key laboratories and experts selected from the database will be identified and invited to become members of the SUREFISH Network. The final objective is to create a discussion forum between the network members related to the existing analytical methods (protocols and techniques), novel developments and regulations in order to keep constantly updated with the new methods that are being developed.

The rules of governance of the network must be established. The present document describes these rules, based on 3 points:

- Statutes: Profile, rights and duties of the members.
- Principles of confidentiality and Data Protection Regulation.
- Rules of Procedure and Communication.

Introduction

The objective of this document is to define an organizational structure of the SUREFISH International network of laboratories (SINL) that allows to manage the compliance and monitoring of the activities and actions of the Network. In this document, the fundamental procedures and rules to ensure the proper functioning of the SINL are defined.

The document is addressed to all members of the SUREFISH International network of laboratories (SINL), and will serve as a guide to define a solid and clear organizational model that will integrate the cooperation of all its members, for the development of each and every one of the actions and activities of the Network.

1. Statutes: Profile, rights and duties of the members

1.1 Profile

Nature

The SINL Network is created with the objective of being a discussion forum between a group of trans-national laboratories working on Mediterranean fish traceability and authenticity, related to the existing analytical methods (protocols and techniques), novel developments and regulations in order to keep constantly updated with the new methods that are being developed.

The network members are public and private laboratories, located in Europe and other Mediterranean countries, that offer analytical services for the detection of the different types of fraud in fish products. A networking space will be created to exchange and share information and experience, harmonized protocols including the assistance to conduct ring tests on aquatic food, on fish specialized analytics and authentication.

The SINL Network arises with the will to be a flexible grouping, from the point of view of its constitution, since it will integrate the members of the SUREFISH project and being open to host all types of European or international companies and entities that develop their activity in the Mediterranean region whose scope of work is related to the objective of the SINL Network.

Legal Personality

The SINL Network is a voluntary grouping of companies and entities that will not have its own legal personality.

Members of the SINL Network

Founding members of the SINL Network will be the partners of the SUREFISH project, who will initially form the Executive Committee of the Network.

Additionally, key laboratories and experts selected from the database of international laboratories created in SUREFISH project will be identified and invited to become members of the SUREFISH Network.

Companies and entities that are duly registered in the Network through the completion of the corresponding expression of interest may be members of the Network.

All applications for membership shall be approved by the Executive Committee.

Governing body

The **Executive Committee (EC)** is the permanent and visible governing body of the SINL Network. Its main function is to ensure compliance with the objectives of the Network.

Members: all SUREFISH project partners shall be members of the Executive Committee.

Functions: the Executive Committee shall be assigned the following functions:

- Represent the SINL Network.
- Approve the objectives and the activities to be developed by the Network.
- Approve the list of external laboratories that will be invited to be part of the Network.
- Approve the integration of new members who are considered of interest to the Network.
- Approve the loss of membership of the Network by any of its members.
- Approve the dissolution of the Network.

- and as many other functions as may be deemed and approved by the Executive Committee.

Meetings: the members who are part of the Executive Committee will participate in periodic meetings, where they will be able to discuss about the above-mentioned functions and adopt agreements by a simple majority.

1.2 Rights and obligations

Rights of members

- Participate in the activities of the SINL Network for which they are summoned.
- Exercise the right to send their opinions and comments to the Executive Committee.
- To be informed of the composition and functions of the governing and representative body of the Network.

Duties of members

- Assume and comply with the agreements validly adopted by the governing or representative bodies of the SINL Network.

1.3 Other provisions

Loss of membership of the Network

Membership is lost for the following reasons:

- voluntary resignation;
- failure to comply with its obligations;
- or by estimate of the Executive Committee.

Dissolution

The SINL Network shall be dissolved by the will of its members, by a two-thirds majority at the Executive Committee meeting convened for that purpose.

2. Principles of confidentiality and Data Protection Regulation

The expression of interest, necessary to be part of the SINL Network, will contemplate the aspects of confidentiality of the information that must be respected by each member of the Network and its non-compliance will be grounds for expulsion from the Network. It must be signed by all participants of the Network.

Likewise, all information exchanged within the governing body of the Network (Executive Committee) will be confidential, unless expressly approved by the Executive Committee in the case of documents that may take on a public character.

All information, contacts, databases, etc... will comply with and be stored in accordance with current EU regulations. The partners of the SUREFISH project guarantee the protection and confidentiality of personal data provided to the any member of the consortium in accordance with the terms established in the General Data Protection Regulations UE 2016/679. Any member of the SINL Network may at any time exercise the right of access, rectification, cancellation or suppression, opposition, limitation or portability under the terms established in the General Data Protection Regulations UE 2016/679.

3. Rules of Procedure and Communication

ANFACO as lead beneficiary of Task 6.1.2 “SUREFISH Network: Discussion forum on fish products analytical techniques”, within Work Package 6 of SUREFISH project, will be in charge of the internal communication in the network. After the approval by the Executive Committee of the list of external laboratories that will be invited to become part of the SINL Network, ANFACO will contact them to explain the nature of this Network by sending the present document and the corresponding expression of interest, requesting its completion so that they can be duly registered in the Network.

However, other partners of the SUREFISH project that have direct relation with any of the laboratories selected to be part of the Network, will be able to directly contact and invite them to become part of the Network.

Regarding the 4 thematic webinars that will be held to discuss specific topics along the project, each webinar will be organised and chaired by a different SUREFISH partner, so such partner will be in charge of contacting the Network members to announce the corresponding webinar and to further keep them informed about all the necessary issues for its organization. The partners will report the main findings and conclusions of each webinar and make it available in the project web site to the network members.

The scheduled dates for these 4 workshops are December 2021, May 2022, October 2022 and February 2023.

ENCO as coordinator of the project will assume the task to communicate with the European Institutions for the mandatory communications and to establish links with other European projects and European bodies related to our topics in order to be part in the most influent thematic networks at European level.

4. SINL structure

The information of the SINL will be made available in the official project webpage through a dedicated section. The final objective is to design the database, making the navigation and research of laboratories easy for all the users by applying filters. After agreed with the members, the database will also provide the main contacts for each laboratory.

Furthermore, this section will show all the planned activities related to the SINL, the main regulatory aspects, and finally, a specific form where both private and public organizations can apply to become a new member.

The new section will be online by M21.

Conclusions

This deliverable has aimed to set the rules of governance of the international network of laboratories created within SUREFISH project.

The members of the network are the partners of the project and some key laboratories selected from the database of laboratories, located in Europe and other Mediterranean countries, that offer analytical services and facilities for the detection of the different types of fraud in fish products regarding traceability and authenticity. Thus, the corresponding governance rules must be established to assure a proper functioning of the network and to achieve the objectives of SUREFISH project, including the building of capacity in key enabling technologies related to authenticity and traceability.

Also, the good functioning of the network will require the contribution and collaborative work of all the partners of the project, as explained in the document.