



## STANDARD OPERATING PROCEDURE FOR LISTING DECISIONS FOR DISEASES OF AQUATIC ANIMALS

WOAH has developed this Standard Operating Procedure (SOP) for the decision to add (or remove) aquatic animal diseases listed by WOA, and to define the roles and responsibilities of the Aquatic Animal Health Standards Commission, subject-matter experts, WOA Headquarters, and Members in this process.

### Standard Operating Procedure

<b>Scope:</b>	<p>This procedure describes the process to be followed for assessing an aquatic animal disease against the criteria in <a href="#">Chapter 1.2.</a> of the <i>Aquatic Code</i> for listing decisions for diseases in <a href="#">Chapter 1.3.</a></p> <p>The procedure has three steps:</p> <ol style="list-style-type: none"><li>1. Request for a listing decision;</li><li>2. Decision to initiate the process of assessment of a disease;</li><li>3. Assessment of a disease against the criteria for listing aquatic animal diseases by the AAHSC <u>or</u> a WOA <i>ad hoc</i> Group.</li></ol>
<b>Related documents:</b>	<ol style="list-style-type: none"><li>1. Guidance for the application of the criteria for listing aquatic animal diseases (<a href="#">Guidelines</a>)</li><li>2. Assessment template (internal document)</li><li>3. <a href="#">Chapter 1.2.</a> of the <i>Aquatic Code</i></li><li>4. WOA internal procedures for the establishment and management of an <i>ad hoc</i> Group</li><li>5. WOA internal template for Terms of Reference and report for <i>ad hoc</i> Groups</li></ol>
<b>List of acronyms:</b>	<p><i>Aquatic Code</i>: Aquatic Animal Health Code</p> <p>AAHSC: Aquatic Animal Health Standards Commission</p> <p>AHG: <i>Ad hoc</i> Group</p> <p>HQ: Headquarters</p>

1 – REQUEST FOR A LISTING DECISION				
Step	Time Reference	Responsible person/entity	Action	Reference Document
1-1. a.		Delegate(s), WOAH Reference Centres, WOAH HQ, International organisations	<p>Sends a request to WOAHA to assess a disease for inclusion (or removal) in the diseases listed by WOAHA (Chapter 1.3).</p> <p>This can be done by:</p> <ul style="list-style-type: none"> <li>• submission of a request in Member comments submitted to AAHSC (see 3.1.), or</li> <li>• submission of a request to <a href="#">WOAH AAHSC Secretariat</a> (see 2-1).</li> </ul>	<a href="#">AAHSC reports</a>
1-1.b.		AAHSC, WOAHA HQ, WOAHA Working Groups, WOAHA AHG	Identifies a disease to consider for a listing decision (see 2-2).	

2 – DECISION TO INITIATE THE PROCESS OF AN ASSESSMENT OF A DISEASE				
Step	Time Reference	Responsible	Action	Reference Document
2-1		AAHSC Secretariat	Acknowledges receipt of the request and presents the request to the AAHSC.	
2-2		AAHSC	<p>Taking into consideration available scientific evidence and <a href="#">Article 1.2.1.</a> of the <i>Aquatic Code</i>, the AAHSC decides if the request should be considered:</p> <ul style="list-style-type: none"> <li>• If yes, see 3.1.</li> <li>• If no, see 2-3.</li> </ul>	
2-3		AAHSC	<p>i. Provides the requester with the rationale for not proceeding with an assessment; and</p> <p>ii. Presents the information and the rationale for not proceeding in the relevant AAHSC report.</p>	

**3.1. – ASSESSMENT OF A DISEASE FOR LISTING DECISION  
- PERFORMED BY AAHSC**

<b>Step</b>	<b>Time Reference</b>	<b>Responsible person/entity</b>	<b>Action</b>	<b>Reference Document</b>
3.1-1	Prior to AAHSC meeting	AAHSC Secretariat	Provides the available information, scientific evidence, and assessment template to the AAHSC as working documents.	Assessment template
3.1-2	During AAHSC meeting	AAHSC	Considers the working documents and agrees to either: i. Undertake the assessment (see 3.1-3); or ii. Refer the assessment to an AHG (see 3.2).	
3.1-3	During AAHSC meeting	AAHSC	Undertakes the assessment against the criteria in <a href="#">Chapter 1.2.</a> of the <i>Aquatic Code</i> ; and consults other relevant sources of expertise such as the WOAHA Reference Centres or other experts, if relevant.	
3.1-4	After AAHSC meeting	AAHSC	Presents the assessments and conclusions for comment in the AAHSC report.  If the conclusion is to amend Chapter 1.3. the process to revise a chapter in the <i>Aquatic Code</i> is followed.	

**3.2 – ASSESSMENT OF A DISEASE FOR LISTING DECISION  
- PERFORMED BY AN AD HOC GROUP**

Step	Time Reference	Responsible person/ entity	Action	Reference Document
3.2-1	After AAHSC meeting	AAHSC Secretariat	Requests the assessment be undertaken by an AHG.	
3.2-2		AAHSC Secretariat	Follows the procedure for convening an AHG.	AHG Procedure (internal document)
3.2-3		AAHSC Secretariat	Provides AHG members with the guidance document, an assessment template, available information and scientific evidence, and <a href="#">Chapter 1.2</a> of the <i>Aquatic Code</i> .	Guidelines Assessment template
3.2-4	Prior to the <i>ad hoc</i> Group meeting	AHG	Individual AHG members conduct an assessment against each of the criteria in <a href="#">Article 1.2.2</a> and send it to AAHSC Secretariat.	Guidelines
3.2-5	Prior to the <i>ad hoc</i> Group meeting	AAHSC-Secretariat	Collates individual assessments into a single document.	Summary template
3.2-6	During the <i>ad hoc</i> Group meeting	AHG	Discusses the individual assessments, agrees on a common position for each criterion and for the overall assessment, which are all documented in the AHG report.	
3.2-7	Before the next AAHSC-meeting	AAHSC-Secretariat	Provides the AHG report to the AAHSC for consideration at its next meeting.	
3.2-8	During AAHSC meeting	AAHSC	Discusses the AHG report and: i. Reaches a conclusion on the assessments, or ii. Requests clarification by the AHG on some aspects of the assessments (see 3.2-6).	
3.2-9	After AAHSC	AAHSC	Presents the assessments and conclusions for comment in the AAHSC report.  If the conclusion is to amend Chapter 1.3. the usual process to revise a chapter in the <i>Aquatic Code</i> is followed.	