

KEIFCA Allocation Process for 2025-2026 Manila Clam Trial

This procedure will be used to allocate trialist places in the KEIFCA 2-year Manila clam trial and consists of three stages:

1. Applying for a trial place
2. Assessing trial application forms
3. Awarding of a trial place

Each trial place will be awarded for the whole 2 years of the trial; however, the place will be reviewed at the end of the first year as per the Code of Conduct. A person may not hold more than one trialist place. A ranked list of no more than $n+4$ will be generated in this process, where n is the number of trialist places agreed by the Authority at the June 18th Authority meeting. The ranked list will be valid for the 2 years of the trial (2025 – 2026).

If for any reason a trialist withdraws from or is asked to leave the trial, the place may be offered to the next ranked applicant on the list for no more than the remainder of the trial, pending the successful completion of a series of updated checks on the applicant's vessel, fishing gear, sorting gear and readiness to take part in the trial. If these checks are not passed successfully by the applicant within a reasonable time, then the place may be offered to the next ranked applicant pending the same checks. This process may continue until an applicant is successful.

STAGE 1. APPLYING FOR A TRIAL PLACE

At the June 18th Authority meeting, Members will confirm the key dates in the application process (e.g. start and finish dates for licence application, meeting dates etc) and the two KEIFCA members and two independent experts that will sit on the Applications Panel. The opportunity to apply for a trialist place will be advertised on the KEIFCA website and emailed to known stakeholders. Applications must be received by KEIFCA by 3pm on the 7th of July, 2025. KEIFCA will issue a confirmation of receipt for each application received and each application form will be time stamped. Applications will not be accepted after the specified closing date and time.

STAGE 2. ASSESSING TRIAL APPLICATION FORMS

The process of scoring and ranking licence applications will be undertaken by the Applications Panel. The Applications Panel will evaluate and score each application against the grade descriptors for each question. Total scores will be used to rank

applications, and licences would be awarded in descending order, starting with those with the highest scores, until all available licences have been issued. The members of the Application Panel would be suggested. The Applications Panel would follow standing orders and would be chaired by the KEIFCA chairman or vice-chairman.

Scoring and initial ranking of applications

A meeting with the Applications Panel will be held, and each panel member will evaluate and score all the replies from a specific question against the grade descriptors (Annex 4). The Applications Panel scores for each question will then be averaged, weighted, and added together to result in a total mean score per application (Annex 4, Table 1). The total mean score will be used to make a draft ranked list of the applications. The Applications Panel will then meet to moderate and agree the scores and then rank the applications. The Applications Panel may ask officers to contact applicants for clarification of certain aspects or statements of their application before reaching a final score.

The ranked list of applicants will be held within KEIFCA. Individual applicants who are successfully placed on the n+4 list will be informed of their place on the list. Applicants who are not successfully placed on the n+4 list will be informed that they are not successful. The recommendations made by the Applications Panel are final.

STAGE 3. AWARDING OF TRIAL PLACES

Pre-approval for a trial place

Prior to the award of the trial place, a KEIFCA officer may contact the short-listed applicant and ask for any supporting documents that were described in their application. The applicant will have 10 working days to supply this information. If any issues arise with the information provided, a KEIFCA officer may invite the shortlisted applicant to an online meeting where officers will seek further clarification from the applicant on their application, in line with the details provided within the application response. A minimum of three of the Chairman, Vice-Chairman, Chief Officer, and Assistant Chief Officer would attend the meeting as well as any other officers invited by the Chair and minutes would be taken.

Should the answers not be to a satisfactory level, KEIFCA reserves the right to review the scores previously allocated and would bring the matter to the full Authority meeting for a final decision. The Authority would review all the evidence and then decide whether to continue to issue the trial place to the applicant or to remove the application from the process as misleading information or unsubstantiated claims were used in the application process.

Awarding trial places

In the event that the allocation of a trial place is confirmed, KEIFCA will write to the applicant advising them of the offer of a trial place. The applicant must accept the offer in writing and will be required to complete a form to provide details of the vessel and master for the 1st year of the trial by the date specified in the offer letter.

Scoring of trial applications

Each application will be scored by the Applications Panel as described in this methodology. The scoring covers four areas:

1. Outline of proposed clam fishing operation
2. Fishing Experience Track Record
3. Experience taking part in scientific trials or surveys
4. KEIFCA Manila clam fishery development plan

An application shall be assigned weighted scores as set out in the table below. The total score achieved for each of the four sections will be added together to give an overall score. The overall scores will then be used to rank the applications.

Question	Mark from question	Divide mark by 100 (a)	Question weighted score (b)	Total score for that question (a) x (b)
Outline of proposed clam fishing operation			30	
Fishing Experience Track Record			25	
Experience of taking part in scientific trials or surveys			20	
KEIFCA Manila clam fishery development plan			25	
Total Overall Score				

Outline of proposed clam fishing operation

Grade Descriptions	Score
The response meets the requirement in all material respects and is extremely likely to deliver the required output/outcome.	100
The response meets the requirement in most material respects but is lacking or inconsistent in some minor respects.	93
The response meets the requirement in certain material respects and provides certain information, which is relevant, but which is lacking or inconsistent in material respects.	80
The response falls short of achieving the expected standard in a number of identifiable respects.	70
The response significantly fails to meet the standards required, contains significant short comings and/or is inconsistent with other parts of the application.	40
No response is provided, or the response is not relevant to the question.	0

Fishing Experience Track Record

Grade Descriptions	Score
<p>Excellent: Applicant provides evidence to show that they have comprehensive expert knowledge and significant, long-term, regular, and current experience of skippering and running a fishing vessel built up over a number of years in the Thames and has worked regularly from a port in or close to the Thames.</p> <p>Applicant provides evidence to show that they have comprehensive expert knowledge and significant, long-term, regular, and current, experience of fishing for and landing shellfish in the Thames and has worked regularly from a port in or close to the Thames.</p> <p>Applicant provides evidence to show that they have extensive knowledge and experience built up over a large number of years of fishing in the Thames, including working within MPAs and working safely on MOD firing ranges.</p>	100
<p>Very Good: Applicant shows that they have broad knowledge and experience of skippering and running a fishing vessel built up over a number of years in the Thames and have worked regularly from a port in or close to the Thames.</p> <p>Applicant shows that they have broad knowledge and experience of fishing for landing shellfish in the Thames and have worked regularly from a port in or close to the Thames.</p> <p>Applicant provides evidence to show that they have broad knowledge and experience built up over a number of years of fishing in the Thames, including working within MPAs and working safely on MOD firing ranges.</p>	93
<p>Good: Applicant shows that they have knowledge and experience of skippering and running a fishing vessel in the Thames and have worked from a port in or close to the Thames.</p> <p>Applicant shows that they have knowledge and experience of fishing for landing shellfish in the Thames and have worked from a port in or close to the Thames.</p> <p>Applicant provides some evidence to show that they have knowledge and experience of fishing in the Thames, including working within MPAs and working safely on MOD firing ranges.</p>	85
<p>Fair: Applicant shows that they basic knowledge and experience of skippering and working on a fishing vessel in the KEIFCA district and fishing and landing shellfish in the KEIFCA district.</p> <p>Applicant shows that they have basic knowledge and some experience of fishing for and landing shellfish in the Thames.</p>	75
<p>Fair: Applicant shows that they basic knowledge and experience of skippering and working on a fishing vessel in the UK and fishing and landing shellfish in the UK.</p> <p>Applicant shows that they have basic knowledge and some experience of fishing for and landing shellfish in the UK.</p>	70
Not met requirement: Applicant's response overall fails to meet the requirement and/or contains insufficient information to evidence overall meeting the requirement	0

Experience of taking part in scientific trials or surveys

Grade Descriptions	Score
<p>Excellent: Applicant provides evidence to show that they have significant experience of taking part in a number of different scientific trials or surveys run in the Thames by government organisations, academic institutions or equivalent and has helped achieve or furthered the aims of the scientific trial or survey.</p> <p>Applicant provides evidence to show that over a number of different scientific trials or surveys that they have actively taken part in the trial or survey and fed in or contributed expert/ local knowledge into the design and running of the trial or survey.</p> <p>Applicant provides evidence to show that over a number of different scientific trials or surveys they have worked constructively with scientists/officers or equivalent at sea to record data used in the survey or trial and that they have provided constructive and useful feedback when presented with the draft/initial findings of the trial.</p>	100
<p>Very Good: Applicant provides evidence to show that they have significant experience of taking part in a scientific trial or surveys run in the Thames by government organisations, academic institutions or equivalent and has helped achieve or furthered the aims of the scientific trial or survey.</p> <p>Applicant provides evidence to show that they have taken part in a scientific trial or surveys that they have actively taken part in the trial or survey and fed in or contributed expert/local knowledge into the design and running of the trial or survey.</p> <p>Applicant provides evidence to show that they have taken part in a scientific trial or surveys that they have worked constructively with scientists/officers or equivalent at sea to record data used in the survey or trial and that they have provided constructive and useful feedback when presented with the draft/initial findings of the trial.</p>	93
<p>Good: Applicant provides evidence to show that they have experience of taking part in a scientific trial or surveys run by government organisations, academic institutions or equivalent and has helped achieve or furthered the aims of the scientific trial or survey.</p> <p>Applicant provides evidence to show that they have actively contributed to the running trial or survey in some way.</p>	85
<p>Fair: Applicant provides evidence to show that they have taken part or been contracted to undertake in a scientific trial or surveys run by government organisations, academic institutions or equivalent and has helped achieve or furthered the aims of the scientific trial or survey.</p>	70
<p>Not met requirement: Applicant's response overall fails to meet the requirement and/or contains insufficient information to evidence overall meeting the requirement</p>	0

KEIFCA Manila clam fishery development plan

Grade Descriptions	Score
<p>Exceptional response with value added</p> <p>The development plan submitted by the trial applicant exceeds the requirements by demonstrating exceptional experience, competence, and capability in delivering the key details and requirements of the plan whilst delivering value additional to the requirement in supporting local business and supply chains, adding value to the catch especially within KEIFCA district and supporting the wider community.</p> <p>Application (a) meets the requirement in an exceptional manner with a robust plan that delivers an overall extremely effective and detailed plan including the relevant commitment, understanding and resource or (b) meets the requirements with at least an acceptable plan that overall includes the relevant commitment, understanding and resource and provides evidence of factor(s) that will add exceptional value above the requirements.</p>	100
<p>Very good development plan / significant value added.</p> <p>The applicant's development plan (a) meets the requirement in a very good manner with a robust plan that delivers an overall effective and detailed plan including the relevant commitment, understanding and resource or (b) meets the requirement with at least an acceptable plan that overall includes the relevant commitment, understanding and provides evidence of factor(s) that will add significant value to supporting local business and supply chains, adding value to the catch especially within the KEIFCA district and supporting the wider community.</p>	93
<p>Good development plan / some value added.</p> <p>The applicant's development plan (a) meets the requirement with a plan that delivers an overall effective plan including the relevant commitment, understanding and resource or (b) meets the requirement with at least an acceptable plan that overall includes the relevant commitment, understanding and resource and provides some evidence of relevant factor(s) that will add significant value to supporting local business and supply chains, adding value to the catch especially within the KEIFCA district and supporting the wider community.</p>	85
<p>Acceptable development plan - satisfies the requirement.</p> <p>Applicant's development plan meets the requirement with an acceptable plan that overall includes the relevant commitment, understanding, resource and quality, notwithstanding that there may be minor issues which are easily resolvable, and which do not have a material impact on the overall acceptability of the plan.</p>	80
<p>Minor reservations.</p> <p>Applicant's development plan meets the requirement with a plan that overall includes the relevant commitment, understanding and resource but may give rise to some minor reservations in one or more areas which may be resolvable but, if not, may have an impact on the overall acceptability of the plan.</p>	70
<p>Major reservations.</p> <p>Applicant's development plan overall fails to meet the requirement and/or gives rise to one or more serious concerns about the relevant commitment, understanding, and/or resources irrespective of any added value above the requirements or elements of the requirements.</p>	30
<p>Unacceptable.</p> <p>Applicant's development plan overall fails to meet the requirement and/or contains insufficient information to evidence overall meeting the requirement, including the relevant commitment, understanding and/or resources irrespective of any added value above the requirements or elements of the requirements.</p>	0