

# Sustainable Seafood Coalition Steering Group Terms of Reference

*\* This document is supplementary to the existing Terms of Reference (ToR) document for the Sustainable Seafood Coalition (SSC) as a whole, which can be found at the bottom of every page on the [SSC website](#).*

The Steering Group (SG) will enable SSC members to focus on projects that will make progress towards the vision that 'all seafood sold is from sustainable sources'. This will include providing input to the Secretariat to help prioritise their work. The SSC SG will work via scheduled calls and meetings and, where necessary, the setting-up and co-ordination of Working Groups to implement required actions.

## Steering Group Participants

- Participation in the SSC SG is open to any SSC Full member who volunteers to be involved. Participation requires a commitment to positively engage in pre-competitive collaborative action, adhere to competition law and to maintain the confidentiality of discussions, and compliance with SSC membership requirements.
- The group will consist of between eight and ten member representatives at any one time. Membership should be representative across sectors and business size, spread evenly across the membership turnover bands as far as possible.
- Volunteers will commit to participation in the SSC SG for a term of 2 years (renewable).
- Changes in membership will be staggered. Participants may step down, and non-participants may volunteer themselves by the end of quarter one. Volunteers should provide a short rationale for why they wish to join the SG.
- In the case of over-subscription, a ballot of all Full SSC members will take place to select SG members.
- It is expected that the SSC SG will meet at a minimum four times a year. A quorum of six is necessary for an SSC SG meeting to take place.
- Each member represented in the SG must attend at least three of the four quarterly scheduled SG meetings annually. Individuals unable to attend are permitted to send a proxy in their place. SG members are expected to review relevant documents in preparation for meetings.
- The SG has a Chair mechanism in place, with a rolling Chair such that each participant should volunteer to chair one meeting during their SSC SG term. The rolling Chair may be superseded with a permanent Chair if an SG member is able to make this commitment for a year.
- The names of individuals and businesses represented on the SSC SG will be made public on the SSC website.

## Scope and decision making

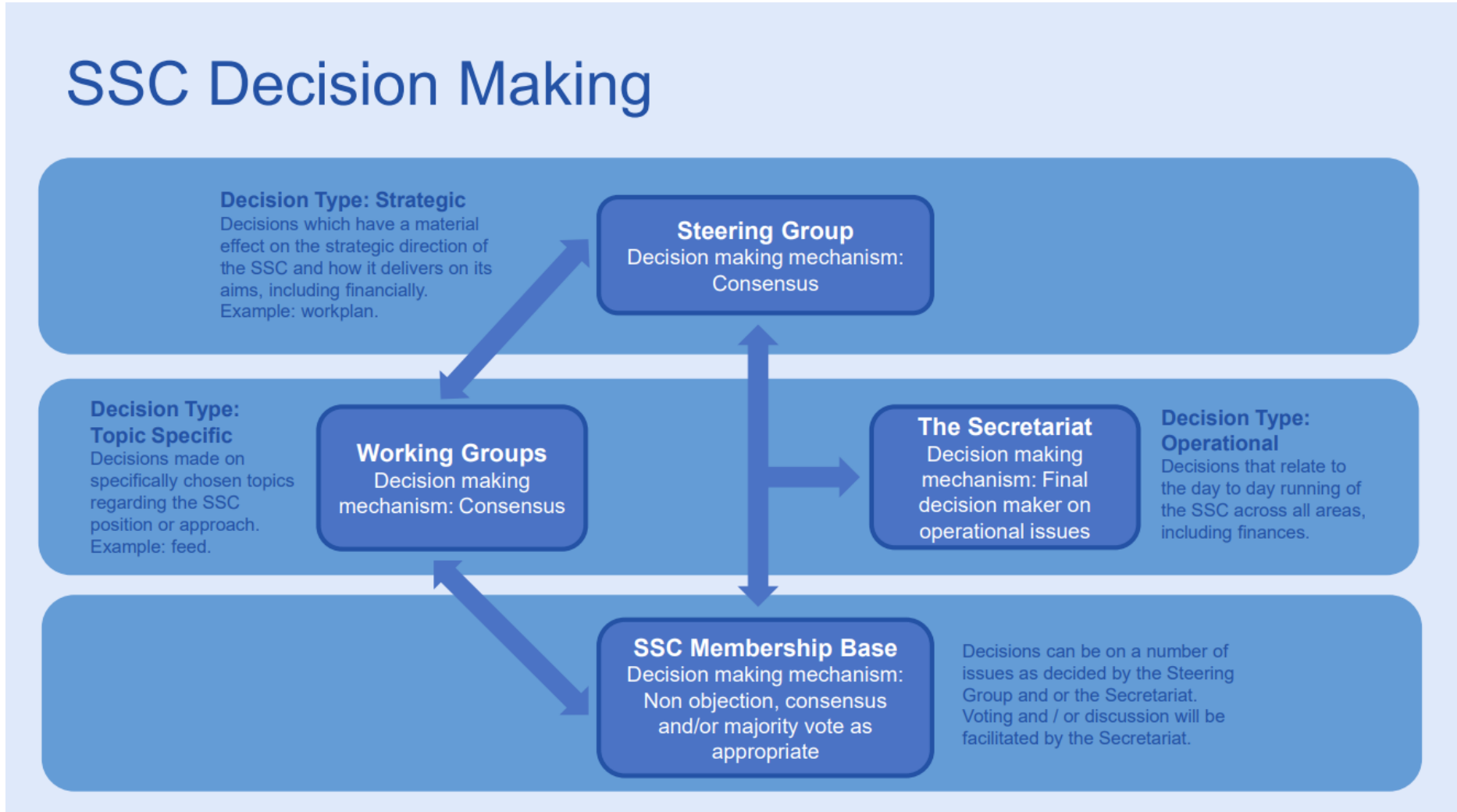
- The SSC SG will support the Secretariat in development and execution of the annual SSC workplan; planning meeting agendas; prioritising, coordinating and reviewing progress on actions discussed at Working Group and wider members' meetings; and formally responding to pressing issues and external enquiries.

- The SSC SG will take decisions on strategic issues and the prioritisation of projects substantially affecting the core structure of the SSC (Annex 1). It has a filtering role in relation to decisions for the full membership base and proposals from members.
- Decisions will be made by consensus. The exception to this is for communications and advocacy decisions based on a pre-agreed external position, which will be made by non-objection.

#### **Minute taking and transparency**

- Discussion within the SSC SG will be conducted under Chatham House rules.
- Meeting outcomes will be captured and circulated by the SSC SG via the Secretariat and will be made publicly available via the SSC website. Comments made will not be attributed to the respective participants in the group.

# SSC Decision Making



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## Communications & Advocacy

