

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 <u>SSC website</u>.

The Steering Group (SG) will enable SSC members to focus on projects that will make progress towards the vision that 'all fish and seafood sold in the UK 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 fee-paying SSC business member who volunteers to be involved. Participation requires a commitment to positively engage in precompetitive collaborative action, adhere to competition law and to maintain the confidentiality of discussions.
- The group will consist of between eight and ten member representatives at any one time.
- 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 nonparticipants may volunteer themselves by the end of quarter one.
- In the case of over-subscription, a ballot will take place to select members.
- It is expected that the SSC SG will meet approximately four times a year. A quorum of six
 is necessary for an SSC SG meeting to take place. Individuals unable to attend are
 permitted to send a proxy in their place.
- The names of businesses represented on the SSG SG will be made public on the SSC website.

Scope and decision making

- The SSC SG will support the Secretariat in planning meeting agendas; prioritising, coordinating and reviewing progress on actions discussed at 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 nonobjection.

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

Decision Type: Strategic Decisions which have a material effect on the strategic direction of the SSC and how it delivers on its aims, including financially. Example: workplan.

Steering Group Decision making mechanism: Consensus

Decision Type: Topic Specific

Decisions made on specifically chosen topics regarding the SSC position or approach. Example: feed. Working Groups Decision making mechanism: Consensus

The Secretariat Decision making mechanism: Final

mechanism: Final decision maker on operational issues Decision Type: Operational Decisions that relate to the day to day running of the SSC across all areas, including finances.

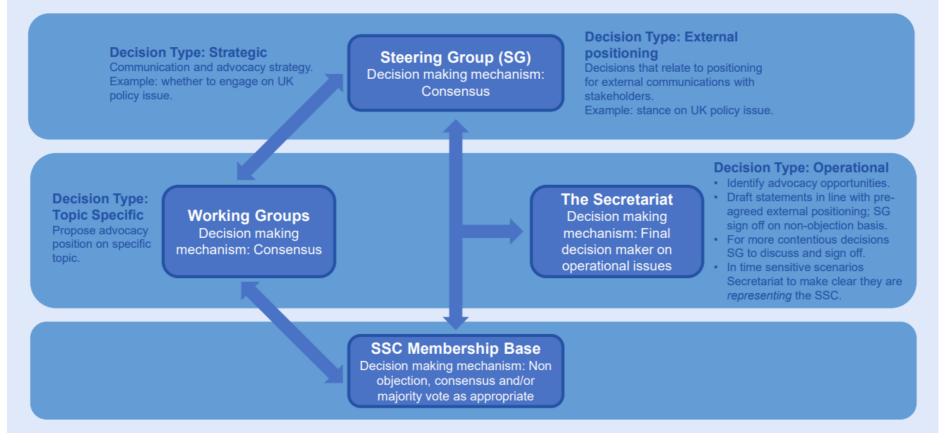
SSC Membership Base

Decision making mechanism: Non objection, consensus and/or majority vote as appropriate Decisions can be on a number of issues as decided by the Steering Group and or the Secretariat. Voting and / or discussion will be facilitated by the Secretariat.

SSC SG Terms of Reference May 2023

SSC Decision Making

Communications & Advocacy



SSC SG Terms of Reference May 2023