

Terms of Reference (ToR) for the Sustainable Seafood Coalition Steering Group (SSC SG)

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

The SSC SG will enable the 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. The group will consist of between ten and twelve member representatives at any one time. In the case of over-subscription, a ballot will take place to select members. 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. Membership should be representative across sectors and business size, spread evenly across the membership turnover bands as far as possible. Participation requires a commitment to positively engage in pre-competitive collaborative action, adhere to competition law and to maintain the confidentiality of discussions. The names of businesses represented on the SSG SG will be made public.

To ensure consistency, volunteers will commit to participation in the SSC SG on an annual basis. Participants may step down, and non-participants may volunteer themselves shortly before the second SSC Members' Meeting each year. It is expected that the SSC SG will hold approximately three conference calls annually.

Scope of the SSC SG

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 also take decisions on the prioritisation of projects substantially affecting the core structure the SSC. It will simplify the final decision-making processes by narrowing down recommendations to be taken to the wider membership. In this regard, at the March 2019 members' meeting, SSC members assigned three initial, specific actions to the SSC SG:

- Evaluate options for structural changes to the SSC to maximise member value and manage burden on members.
- Develop an internal policy of best practice with regard to the public disclosure of which fisheries SSC members source from.
- Develop a process through which external stakeholders can raise allegations about specific members failing to comply with specific commitments in the Codes.

Minute taking, decision-making, and transparency

Discussion within the SSC SG will be conducted under Chatham House rules. Meeting outcomes will be captured and circulated by the steering group 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.