

MarinTrust Standards Steering Committee (SSC)

Terms of Reference (ToR)

The MarinTrust Programme utilises the technical expertise of a Standards Steering Committee (SSC) to assist with the development and revision of the certification requirements and technical guidance used during the audit for the MarinTrust Certification Standards (Producer factory and Chain of Custody) for the marine ingredient industry.

The SSC is a technical and objective-based committee, representative of marine ingredient producers and processors, feed producers, standard holders, traceability, and environmental experts. Representation is sought from marine ingredient production management and key Stakeholder interests.

The Terms of Reference of the SSC are as follows:

The function of the SSC is to discuss and agree technical matters relating to the development and revision of the certification requirements and technical guidance used during the audits for the MarinTrust Certification Standards, including the practical relevance and appropriateness of the programme for use as a third-party, accredited Certification Programme.

Main Objective:

- To support the development and revision of a credible and robust certification standards for the marine ingredients industry that will provide assurance to the global supply chain that all Certified Sites to this programme have robust production systems in place that allows responsible marine ingredient production and manufacturing.



Key Activities:

- To develop and maintain the technical certification specifications for the certification criteria and technical guidance used during MarinTrust audits to confirm their relevance to current practice and market requirements for approval by the Governing Body Committee (GBC).
- Based on management and environmental insight of production of marine ingredients, provide knowledge and guidance that will contribute to the accurate interpretation and alignment of the standards auditing purposes.
- Provide advice by way of recommendations, proceedings, and meeting minutes to the GBC, via the SEC, on any amendments or changes considered to be necessary or desirable to ensure the accuracy, relevance and credibility of the MarinTrust certification criteria and supporting technical guidance documentation used during the MarinTrust audit.
- Provide input and advice on documents prepared on the technical interpretation of the MarinTrust certification criteria and supporting technical guidance documentation used during the MarinTrust audit.

Constitution

The SSC is appointed by the MarinTrust secretariat on behalf of the GBC. Membership will be based on advice, consultation, and nominations put forward from the marine ingredient industry, GBC, and identified stakeholders associated directly or indirectly with the MarinTrust Certification Programme.

The SSC will be composed of at least 4 members plus a Chair. The membership of the SSC will be comprised of sufficient competency of broad policy/management and shall include; Marine Ingredient Producer, Marine Ingredient Processor, Standard Holder, and representatives from the Supply Chain for Marine Ingredient Products such as; Retailers, Traders, Fish Feed Producer, Fish Farmers, and other standard holders. It is not a requirement to appoint all members of the SSC from the outset.

The SSC's representation will be adapted from time to time to ensure it continues to represent the interests of the marine ingredient regions and areas of broader certification interest. This review will be conducted every 12 months by the Secretariat in consultation with the existing SSC members.

The SSC's Chair will be elected by the SSC and will be non-voting. Each member shall have one vote and the Chair will only cast a vote in the event of a tie or there is a need of a quorum. The Chair shall have a term of 12 months. After this term the SSC will have the opportunity to re-elect or choose another Chair. As standard owner, MarinTrust will act as the Secretariat to this SSC.

Rules of Procedure for the SSC

The normal term of office for the members of the SSC shall be (3) years provided that:

- Any member of the SSC serving as a representative of an organisation or company shall retire on ceasing to be employed by that organisation or company;
- Any member may retire by providing the Chair with 2 months written notice;
- Any person whose term of office expires shall be eligible to be re-appointed to the SSC;
- The Chair may replace a member if the member fails to attend meetings of the SSC on more than two (2) consecutive occasions of unexcused absences.

SSC Meetings shall be notified in writing (e-mail), together with the agenda, to each member at least 1 month in advance by MarinTrust Secretariat responsible.

All relevant committee papers and supporting documents (information pack) shall be shared with each member via email no later than 7 days prior to the meeting.

It is anticipated that members of the SSC will be asked to meet, either in person or via remote platforms, between 2-4 times in a calendar year but not less than once.

A Quorum at such meetings shall consist of no less than 3 voting members of the SSC and shall be noted by the Chair at each committee.

Observers in attendance of SSC meetings shall speak but have no vote and shall be invited to meetings at discretion of the Chair and the MarinTrust Secretariat.

At every meeting of the Committee the chair shall confirm there are no conflicts of interest. Any conflicts of interest raised and shall be recorded in the minutes.

In the absence of the Chair at any meeting, the Chair shall be taken by a member of the SSC selected in advance by the Chair, or, failing that, elected by a majority of those present.

The Chair, with the support of the MarinTrust Secretariat, shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

All draft minutes shall be shared with the members via email by the MarinTrust Secretariat no later than 14 days after the meeting. These minutes will be approved at the next meeting, providing a quorum is present.

Confidentiality and Conflict of Interest:

Members of the SSC are appointed to support in the development objectives of the MarinTrust Certification criteria and supporting technical guidance documentation used during the MarinTrust audit and to ensure it is robust and transparent. Members should be:

- Willing to contribute to an overview process and lend their time and/or expertise without promise of remuneration, and able to attend meetings as required;
- Unaffiliated with any public or private entity that will try and leverage decisions based on a corporate, private, or public agenda;
- Committed to neutrality, transparency, and fairness in all dealings.

All prospective SSC members will be asked to provide a CV identifying their relevant experience, a short bio, for posting to the MarinTrust website if appointed. An appointed member will also sign a conflict of interest (annex 1) and confidentiality undertaking. Should a conflict of interest arise, the member is requested to report this to the Chair as soon as reasonably possible. The Chair shall decide on and instigate appropriate action. All such reported conflicts of interest and follow up actions agreed shall be recorded on the SSC files.



Member Agreement of Participation

This document stands as a non-binding agreement of participation for the below signatory and shall remain valid for the normal term of office for the members of the SSC of (3) years. The person named herein has agreed to participate as a member of the SSC for the MarinTrust Certification Programme.

Name: _____ Date: _____

Title: _____

Signature: _____

Annex 1

Conflicts of Interest Declaration Form

I, _____, as
 Committee Member of MarinTrust Limited have set out below my interests [in accordance with the
 organisation’s conflicts of interest policy.]

I am a new committee member.

I am an existing committee member.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, where you own shareholdings (of more than 1% of issued capital) and beneficial interests.	
Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationship with MarinTrust or any related entity.	

Any other interests not covered by the above which could give rise to a conflict of interest.	
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To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis.

Signed: _____

Position: _____

Date: _____

Amendment Log

DATE	ISSUE	AMENDMENT	AUTHORISED BY
July 2021	V2.0	MarinTrust Header and Footer inserted	Libby Woodhatch
July 2021	V2.0	Wording throughout document in reference to IFFO RS updated to MarinTrust or Marine Ingredients Certification as applicable.	Libby Woodhatch
March 2022	V2.1	Update of references to TAC approval to GBC to reflect current governance	GBC
March 2022	V2.1	Wording in Rules of Procedure for the SSC in reference to timeframes for meeting management (Agenda, Minutes and Pack timeframes submissions, chair responsibilities)	GBC
March 2022	V2.1	Wording throughout document to include both standards (Producer Factory Standard and CoC) and marine ingredient processor within the constitution.	GBC
March 2022	V2.1	Update of the Conflicts of Interest Declaration form	GBC