

MarinTrust Fisheries Development Oversight Committee (FDOC)

Terms of Reference (ToR)

MarinTrust utilises the skills of a Fisheries Development Oversight Committee (FDOC) to assist with the development, revision, and implementation of the fisheries assessment criteria of the MarinTrust Standard for the marine ingredient industry.

The FDOC is representative of the marine ingredient value chain, fishery science, management and environment, fisheries and aquaculture management sustainability standards and civil society. Representation is sought from both seafood specific and relevant stakeholder interests. An objective-based approach is central to the committee's operation.

The Terms of Reference of the FDOC are as follows:

The function of the FDOC is to discuss and agree technical matters relating to the development, revision, and implementation of the fisheries assessment criteria of the MarinTrust Standard, including the technical relevance and appropriateness of the programme for use as a third party, accredited Certification Programme.

Main Objective:

- To support the development and implementation of credible and robust standard requirements and assessment methodology for the marine ingredients industry that will provide assurance to the global supply chain that all sites certified to this Programme source raw materials responsibly for the production and manufacturing of marine ingredients.

Key Activities:

- **Rigour:** Develop the Fisheries Peer Review Process, fishery approval and MSC verification mechanisms based on applicant fishery, member, and environmental insight of the marine ingredient industry. Provide knowledge and guidance that will contribute to accurate interpretation and alignment of MarinTrust fishery criteria for assessment and approval purposes.

- **Relevance:** To develop the MarinTrust Fishery and by-product approval mechanism procedures so they remain relevant to current practice and market requirements and approval by the MarinTrust Governing Body Committee (GBC).
- **Improvement:** Provide advice by way of decisions, proceedings, and meeting minutes to the MarinTrust GBC, via the FDOC, on any amendments considered to be necessary or desirable to ensure the accuracy, relevance, and credibility of the programme.
- **Credibility and legitimacy:** Provide input and advice on documents prepared on the MarinTrust Fishery Peer Review and approval process, technical interpretation and guidance documentation used during fishery and by-product assessments as the MarinTrust Certification Programme develops and evolves.
- Incorporate improved **scientific understanding** and fisheries management practice into the standard, monitor any changes to the relative normative documents or newly issued FAO guidance relevant to fishery assessments, other relevant fishery standards and legislative documentation that are used in the MarinTrust Programme and incorporate the required amendments into the MarinTrust fishery and by-product assessment criteria.

Constitution

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

The FDOC will be composed of at least 4 voting members plus a Chair. The membership of the FDOC will be comprised of sufficient representation of broad policy/management: fishery, environmental science and operational aspects of fishmeal and fish oil manufacturing industry. It is not a requirement to appoint all members of the FDOC from the outset.

The FDOC'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 and assessment interest. This review will be conducted every 12 months by the Secretariat in consultation with the existing FDOC members.

The FDOC's Chair shall be elected by the FDOC and will be non-voting. Each member shall have one vote and the Chair will only cast a deciding 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 FDOC will have the opportunity to elect or choose another Chair. As standard owner, MarinTrust will act as the Secretariat to this FDOC.

Rules of Procedure for the FDOC

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

- Any member of the FDOC 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 FDOC;
- The Chair may replace a member if the member fails to attend meetings of the FDOC on more than two (2) consecutive occasions of unexcused absences.

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

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 FDOC will be asked to meet, either in person or via remote platform, 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 FDOC and shall be noted by the Chair at each committee meeting.

Observers in attendance of FDOC meetings shall speak but have no vote and shall be invited to meetings at discretion of the Chair and 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 FDOC selected in advance by the Chair, or, failing that, elected by a majority of those present.

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 FDOC are appointed to support in the development objectives of the MarinTrust Programme 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 FDOC members will be asked to provide a CV identifying their relevant experience and a short biography 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 FDOC 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 FDOC of (3) years; the person named herein has agreed to participate as a member of the FDOC 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 main objective, key activities and constitution to ensure relevancy and alignment with all MarinTrust governance ToRs	Pending
March 2022		Wording in Rules of Procedure for the FDOC in reference to timeframes and responsibilities for meeting management (Agenda, Minutes and Pack timeframes submissions) for MarinTrust Secretariat and Chair where applicable	Pending
March 2022	V2.1	Update of the Conflicts of Interest Declaration form	Pending