MarinTrust Standards Steering Committee, (SSC)

Terms of Reference (ToR)

AGR-011 – Version 3.0

Issued September 2026 – Effective September 2026

Prepared by: Technical Manager

Validated by: Assurance & Risk Manager

Approved by: Governing Body Committee

Introduction

MarinTrust 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 management systems in place that allows responsible marine ingredient production and manufacturing.

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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 and proceedings, to the relevant governance committee 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

Members of the SSC shall be nominated by the MarinTrust Secretariat and submitted to the Appointments Committee (AC) for approval. The identification of candidates for SSC membership shall be based on advice, consultation, and nominations put forward to the AC from the MarinTrust Secretariat, Marine Ingredient Industry, MarinTrust GBC, and identified stakeholders associated directly or indirectly with the MarinTrust Programme.

The SSC will be composed of at least 4 voting members, including the 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 may 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 may be conducted every 12 months by the Secretariat in consultation with the existing SSC members.

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The SSC'S chair shall be selected by the appointed members of the SSC and shall be a voting member of the committee. The chair shall have one vote, consistent with all other SSC members. In the event of a tied vote, the chair shall have a casting vote. The chair shall have a term of 24 months, after which the SSC may re-elect the serving chair or choose a new chair. As a Scheme Owner, MarinTrust shall act as the secretariat to the SSC.

Rules of Procedure for the SSC

The normal term of office for the members of the SSC shall be three (3) years. A member of the SSC shall cease to hold membership if:

- He or she ceases to be employed by, or otherwise represent, the organisation or company, if appointed to serve on its behalf.
- Resigns by providing no less than two (2) months written notice to the chair and MarinTrust Secretariat.
- Has more than two (2) consecutive unexcused absences from the duly constituted SSC meetings.
- Is removed from the SSC by resolution of the Appointments Committee or Governing Body Committee

Any member whose term of membership expires shall be eligible for re-appointment to the SSC.

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

All relevant committee papers and supporting documents (information pack) shall be shared with each member via email no less 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 and shall be noted by the Chair at each committee.

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

All draft minutes shall be shared with the members via email by the Chair or MarinTrust Secretariat no later than 30 calendar days after the meeting. These minutes will be approved at the next meeting, providing a quorum is present.

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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 oversight 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.

Prospective SSC members will be asked to provide a CV outlining their relevant experience, together with a short biography and photograph. If appointed, the members biography and photograph may be published on the MarinTrust website. CVs will be used solely for the purposes of assessing suitability for SSC membership and will not be published.

Appointed members will also be required to sign a Conflict-of-Interest Declaration and confidentiality undertaking. Should a conflict of interest arise, the member is required to notify the Chair and MarinTrust Secretariat as soon as reasonably possible. The Chair and MarinTrust Secretariat together shall determine, agree, and implement any appropriate action. All reported conflicts of interest and follow up actions agreed shall be recorded in the SSC records.

Member Agreement of Participation

This document constitutes a non-binding agreement of participation for the signatory named below and shall remain in effect for the duration of their membership. By signing this document the individual confirms their agreement to serve as a member of the SSC for the MarinTrust Programme.

Name: _____ Date: _____

Title: _____

Signature: _____

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Appendix 1 – Chair Responsibilities and Requirements

Role

The Chair is responsible for providing effective leadership to the Committee, ensuring that it fulfils its responsibilities in accordance with its Terms of Reference, and supporting fair, transparent, and effective decision-making.

Time commitment

The Chair is expected to commit sufficient time to fulfil the responsibilities of the role, including attendance at Committee meetings, review of meeting materials, liaison with the MarinTrust Secretariat, and participation in any additional activities required to support the Committee's work and objectives.

The anticipated commitment is approximately **35-45 hours per year**, based on 2 – 4 committee meetings annually. This includes preparation, chairing, follow-up, records review or records, Secretariat coordination and ad hoc governance matters. The time commitment will typically fall within this range, with variation depending on the Committee's work programme, including periods of Standards development or significant Quality Management System (QMS) activity.

Responsibilities

The Chair shall:

- Chair meetings in an impartial, fair, and efficient manner.
- Encourage active participation from all members and ensure all viewpoints are considered in discussions and decision-making.
- Work with the MarinTrust Secretariat to agree meeting agendas, review meeting materials, and support the effective functioning of the Committee.
- Ensure meetings are conducted in accordance with the Committee's Terms of Reference and that quorum requirements are met before decisions are taken.
- Facilitate constructive discussion and support consensus-building.
- Work with the MarinTrust Secretariat to ensure that actual, potential, or perceived conflicts of interest are declared, assessed, and managed appropriately.
- Declare and manage their own conflicts of interest in accordance with MarinTrust requirements.
- Ensure that accurate records of Committee proceedings, decisions, and actions are maintained.
- Represent the Committee and communicate its recommendations, decisions, and activities to relevant MarinTrust bodies and stakeholders, where appropriate.
- Act in the best interests of the MarinTrust Programme and uphold the principles of transparency, integrity, impartiality, confidentiality, and professionalism.

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Authority

The Chair shall:

- Be elected by the members of the Committee.
- Serve as a voting member of the Committee.
- Hold one vote, consistent with all other Committee members.
- Exercise a casting vote in the event of a tied vote.
- Serve a term as defined within the Committee's Terms of Reference and be eligible for re-election where permitted.

Requirements

The Chair shall:

- Act impartially, objectively, and in the best interests of the MarinTrust Programme.
- Maintain the confidentiality of Committee discussions and documentation, where applicable.
- Comply with MarinTrust policies, procedures, governance requirements, and conflict of interest requirements.
- Commit sufficient time to fulfil the responsibilities of the role

Skills and Experience

The Chair should demonstrate:

- Effective leadership and interpersonal skills.
- Strong communication and facilitation skills.
- The ability to manage discussions constructively and build consensus among diverse stakeholders.
- Sound judgement and decision-making capabilities.
- An understanding of good governance principles.
- Appropriate knowledge of the Committee's remit and the MarinTrust Programme.

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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 and responsibilities for meeting management (Agenda, Minutes and Pack timeframes submissions) for MarinTrust Secretariat and Chair where applicable	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
August 2026	V3.0	Minor improvements to wording throughout for improved readability, clarity, and consistency with no change to intent	Governing Body Committee
August 2026	V3.0	Introduced a standardised front page to align with MarinTrust document management requirements, including logo, document title, document identification and numbering conventions, and version control details.	Governing Body Committee

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August 2026	V3.0	Revised reporting arrangements and terminology to refer to the relevant governance committee rather than specifying individual committees.	Governing Body Committee
August 2026	V3.0	Updated the SSC appointment process to reflect current governance arrangements. Appointments are proposed by the MarinTrust Secretariat for approval by the Appointments Committee.	Governing Body Committee
August 2026	V3.0	Updated SSC Chair provisions to establish the Chair as a voting member and extend the Chair's term of office from 12 months to 24 months. Clarified re-election arrangements following the completion of the term.	Governing Body Committee
August 2026	V3.0	Updated SSC membership provisions to clarify member terms, resignation requirements, attendance expectations, cessation of membership, and eligibility for re-appointment.	Governing Body Committee
August 2026	V3.0	Removed the provision allowing the Chair to replace members following repeated unexcused absences, reflecting the Chair's revised status as a voting member of the SSC.	Governing Body Committee
August 2026	V3.0	Removed the Chair from the observer invitation process, clarifying that attendance by observers at SSC meetings is determined by the MarinTrust Secretariat.	Governing Body Committee
August 2026	V3.0	Extended the deadline for issuing draft SSC meeting minutes from 14 to 30 calendar days after the meeting.	Governing Body Committee
August 2026	V3.0	Clarified member information requirements to specify that CVs are collected for assessment purposes only and will not be published. Confirmed that	Governing Body Committee

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		only member biographies and photographs may be published on the MarinTrust website following appointment.	
August 2026	V3.0	Revised conflict of interest provisions to clarify that the Chair, together with the MarinTrust Secretariat, is responsible for determining and implementing appropriate actions where conflicts of interest are identified.	Governing Body Committee
August 2026	V3.0	Transferred the Conflict of Interest Declaration from Appendix 1 to standalone form FRM-007 to improve document control and maintenance. Updated Appendix 1 to instead document Chair responsibilities and revised associated references throughout the ToR.	Governing Body Committee

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