

Common Language Group Terms of Reference

This Common Language Group (CLG) Terms of Reference (ToR) covers:

- Scope and remit
- The CLG Steering Group
- Participation at CLG meetings
- Invited speakers
- Communication around the meetings
- Sea Fish Industry Authority - Industry Meeting Disclaimer Statement

Scope and remit

The Seafish Common Language Group brings industry and other stakeholders together in an integrated, interdisciplinary and collaborative manner to share factual information and reach a minimum baseline understanding of the principles underpinning a responsible seafood supply chain. This helps to ensure all stakeholders have a broad knowledge of the issues.

- The value of this group is in initiating and facilitating discussion between parties sharing a common interest in a profitable, sustainable and socially responsible future for the seafood industry.
- The scope of discussions should include:
 - assessing, managing and minimising the environmental impact of fishing on the marine environment;
 - information and mis-information on stocks' status – to provide information to allow fish buyers to undertake risk analysis of supply chain options;
 - clear information on sourcing responsibly, both domestically and internationally;
 - the credibility of information, both from the scientific community and elsewhere;
 - policy changes that impact on the seafood supply chain;
 - product integrity challenges for the seafood supply chain;
 - consumption/markets/trade challenges;
 - other issues raised by the group as a whole and agreed by the CLG Steering Group.
- The scope of discussions should not include (to avoid duplication with other Seafish dialogue groups):
 - Discards (see Discard Action Group)
 - Ethical issues concerning labour (see Seafood Ethics Common Language Group)
 - UK aquaculture production (see Aquaculture Common Issues Group)
 - Direct commercial promotions
- The CLG mailing list is representative of all relevant interests across the UK seafood supply chain including:
 - the catching sector
 - the whole UK seafood supply chain

- non-governmental organisations
 - legislators
 - regulators
 - technologists and scientists
 - and, where appropriate, the media.
- The target audience for agreements, advice or briefings from this group should include fish buyers, retailers and consumers at the minimum.
 - In planning the agenda for meetings Seafish will seek information from the whole supply chain, as well as consult with the CLG Steering Group and other industry experts.
 - Seafish will facilitate and provide the secretariat for the group. The group should meet three times per year. All information produced by the group should be placed in the public domain. Seafish should maintain a CLG web page, and make all minutes for each meeting available.
 - The group will be consulted on whether it is appropriate to form other groups that address specific issues. The activities of these offshoot groups may be routinely reported back to the CLG.

CLG Steering Group

The Steering Group is made up of CLG representatives from across the seafood industry so it is broadly indicative of the interests of the whole sector. This is by invitation. The CLG Steering Group helps Seafish plan the direction of the group and specifically the agenda topics we cover at the meetings.

Participation at CLG meetings

- Seafish to nominate a Chair which should be endorsed by the whole group.
- Meetings should be themed to focus the group's attention.
- Participation at CLG meetings will be managed to ensure the audience is broadly representative of all relevant interests across the UK seafood supply chain, and attendance will be limited to no more than one representative per organisation for non-levy payers, unless agreed in advance by the Secretary.
- In a spirit of collaboration participants should attend CLG meetings: to keep-up-to-date with the latest developments; to be part of a cross-industry structured discussion; to listen to the issues raised by other parts of the industry; to raise their own issues; and to network with other participants or make new contacts.
- The CLG Chair will manage the meeting. The Secretary will compose the programme, invite the speakers, and prepare the technical equipment needed.
- We will share the list of attendees (business/organisation name) in advance

of the meeting and in the published minutes.

- There are assumptions about expected behaviours at CLG meetings, particularly in relation to how delegates react to speakers and presentations. The CLG is there to initiate constructive dialogue on key issues that have the potential to damage the reputation of the seafood industry. Whilst there may be many different opinions, and there is the potential for the debate to become a little heated on occasion, this should never result in personal or derogative comments being directed at any of the speakers, the Chair or anyone else in the room. Anyone attending CLG meetings should respect this and anyone not doing so will be asked to leave.

Invited speakers

- Speakers will be invited to participate and given a brief on what should be covered in the presentation.
- Speakers will be identified in the minutes and in the presentations which are published afterwards. Subject to the presenter providing express permission.
- The presentation should not exceed the allocated time and should be specifically focussed on addressing the topic/brief, rather than being a descriptor of a company, organisation or commercial service used for promotional purposes.
- Presentations should be as factual as possible.
- Presentations should be submitted in advance of the meeting, as requested by the Secretary.

Communication around the meetings

- **Attendees.** We will share the list of attendees (business/organisation name) in advance of the meeting and in the published minutes.
- **Social media.** We will tweet on the day of the meeting using @seafishuk account and a# associated with each meeting. Tweets will be attributed to specific presentations / speakers and could include photos of presenters, subject to their agreement in advance. Presenters can request not to be photographed or tweeted and the audience will be informed this is the case.
- **Minutes.** We provide minutes of the meeting afterwards but we may not minute some parts of the discussion when requested. We will not attribute names to comments / questions from the audience. These minutes will be published on the Seafish website.
- **Guidelines.** Overarching Seafish Industry Meetings Disclaimer Guidelines are shared in advance of the meeting.

Sea Fish Industry Authority - Industry Meeting Disclaimer Statement

[The Sea Fish Industry Authority (“Seafish”) has facilitated this meeting for the purpose of convening the Common Language Group.] Discussions at this meeting should be conducted in accordance with the Discussion Guidelines, which have been provided to attendees in advance of this meeting.

[The attendees acknowledge that the role of Seafish is to act as a neutral facilitator of discussions. Seafish does not take ownership of, or responsibility for, any individual or collective decision that may be made and/or agreed between attendees of this meeting.] Unless expressly confirmed by Seafish in writing, any decision made as a result of the discussions at this meeting is not condoned or agreed to by Seafish.