



North Atlantic Pelagic Advocacy (NAPA) Group

Terms of Reference

Role/Purpose

1. The North Atlantic Pelagic Advocacy Group (the 'Group') was created as a sector wide, multi-stakeholder initiative of partners to build a shared, global and non-competitive solution to sustainability issues in the North East Atlantic Pelagic fisheries complex.
2. The Group sets out to achieve an agreement on total allowable catches for North East Atlantic Pelagic fisheries in line with scientific advice, and for a long-term science-based management agreement.
3. The Group does not represent a 'collective buying' position for the members, and that policy decisions to buy or not buy materials originating from these fisheries remains entirely within the policy jurisdiction of the individual businesses.
4. It is the responsibility of Group and Subgroup members to ensure that they understand their responsibilities under all applicable competition laws, including EU competition law.

Term

5. This Terms of Reference is effective from June 2020 and will be ongoing until terminated by agreement between the parties.

Membership

6. Group members are an inclusive constituency of supply chain companies with a major interest in improving the sustainability of the North East Atlantic Pelagic fisheries complex, as well as a commitment to actively support the Group.
7. Voting members are fee-paying companies from food service, retailer, brand manufacturer, and supplier sectors active in the North East Atlantic Pelagic fisheries complex sector (excluding fishing/vessel organisations) that have been accepted by the Steering Committee.
8. Non-voting members are non-fee-paying companies from food service, retailer, brand manufacturer, and supplier sectors active in the North East Atlantic Pelagic fisheries complex sector (excluding fishing/vessel organisations) that have been accepted by the Steering Committee.
9. Observers are representatives from NGOs and trade federations that have been invited to participate in the Group by the Steering Committee. Observers are not entitled to vote.
10. The Group comprises representatives as listed in Annex 1

Roles and Responsibilities

11. The Group is accountable for:
 - a. Fostering collaboration
 - b. Maintaining at all times the focus of the Network on the agreed scope, outcomes and benefits
 - c. The members of the Group will commit to:
 - i. Attend all scheduled Group meetings and if necessary, nominate a proxy.
 - ii. Champion the Group within and outside of work areas.
 - iii. Share all relevant communications and information across all Group members
 - iv. Make timely decisions and take action so as to not hold up the project.
 - v. Notify members of the Group, as soon as practical, if any matter arises which may be deemed to affect the aims of the Group.
 - vi. Keep all information presented and discussed at the meeting confidential.
12. Members of the Group will expect:
 - a. That each member will be provided with complete, accurate and meaningful information in a timely manner
 - b. To be given reasonable time to make key decisions
 - c. To be alerted to potential risks and issues that could impact the aims of the Group, as they arise
 - d. Open and honest discussions, without resort to any misleading assertions.

Meetings

13. Meetings will be held as required and will be chaired by Aoife Martin, Seafish.
14. A meeting quorum will be a majority of funding members present.
15. Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the decision under discussion shall be put to a vote. Decisions will be made following a 75% majority and each member has one vote.
16. Meeting agendas minutes will be provided by the Secretariat, this includes:
 - a. Preparing agendas and supporting papers
 - b. Preparing meeting notes and information.
17. If required, subgroups will be established and subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Steering Committee

18. The Group Steering Committee is an advisory body that will make decisions and/or provide guidance on the following matters; budget spend, contracts, NAPA policy and governance issues, engagement strategies, and project management concerns. The Steering Committee will also determine the Group membership.
19. The Steering Committee will consist of voting members and will be formed from representatives from each of the NAPA fee-paying parties. The Chair will also be a member of the Steering Committee.

20. Membership of the Steering Committee is detailed in Annex 2. Composition of the Steering Committee can be amended as required.

Amendment, Modification or Variation

21. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Group members.
22. The Terms of Reference will be reviewed by the Steering Committee every 12 months.

Annex 1: Current membership of NAPA

Name	Organisation	Status:
Aisla Jones	Co-operative Group Ltd	Voting
Alan McRobb	Nor-Sea Foods Ltd	Non-voting
Ally Dingwall	Sainsbury's Plc	Voting
Anya Hemsley/Hannah Broscombe/Robert Wiltshire	LDH (La Doria) Ltd	Voting
Aoife Martin	Seafish	Independent Chair
Cameron Moffat/Mike Mitchell	Young's Seafood	Voting
Chris Brown	ASDA Stores Ltd	Voting
Chris Shearlock	Princes Ltd	Voting
Clarus Chu	World Wild Fund For Nature	Observer
Ed Ley-Wilson	Aquascot Ltd	Voting
Estelle Brennan, Robyn Cloake and Dale Hill	Labeyrie Fine Foods (Lyons Seafoods Ltd)	Voting
Hannah Macintyre	Marks and Spencer Plc	Voting
Helena Delgado Nordmann	Tesco Plc	Voting
Hugo Byrnes	Koninklijke Ahold Delhaize NV	Voting
Joe Prosho	Morrisons Plc	Voting
Krishan Kent	Sweden Seafood Federation (Fiskbranchen)	Voting
Laura Jungmann	Albert Heijn	Voting
Leah Riley Brown	British Retail Consortium	Observer
Lynne Forman	Dawnfresh	Non-voting
Melissa Tillotson	Waitrose Ltd	Voting
Mike Short	Provision Trade Federation	Observer
Niklas Wehner	Aldi South Group	Voting
Oliver Tanqueray	Sustainable Seafood Coalition	Observer
Philip Andrade	International Fish Cannery	Non-voting
Ruth Hoban	New England Seafood	Non-voting

Tracy Cambridge/Andy Russell	Thai Union	Non-voting
Victoria Wood	Aldi Stores Ltd	Voting
William Davis	Hilton Seafood UK	Non-voting

Annex 2: Members of the Steering Committee

Name	Organisation
Chris Shearlock	Princes Ltd
Estelle Brennan, Robyn Cloake and Dale Hill	Labeyrie Fine Foods (Lyons Seafoods Ltd)
Joe Prosho	Morrisons Plc
Ed Ley-Wilson	Aquascot Ltd
Melissa Tillotson	Waitrose Ltd
Cameron Moffat / Mike Mitchell	Young's Seafood Ltd
Harriet Wilson / Niklas Wehner	Aldi Stores Ltd
Ally Dingwall	Sainsbury's Plc
Aisla Jones	Co-operative Group Ltd
Helena Delgado Nordmann	Tesco Plc
Chris Brown	Asda Group Ltd
Hannah Macintyre	Marks and Spencer Plc
Krishan Kent	Sweden Seafood Federation (Fiskbranchen)
Anya Hemsley/Hannah Broscombe/Robert Wiltshire	LDH (La Doria) Ltd
Aoife Martin	Seafish
Hugo Byrnes / Laura Jungman	Koninklijke Ahold Delhaize NV

Updated: 28 June 2020