

May 2015

Common Language Group - Terms of Reference (TOR) covering:

- Scope and remit
- Participation at CLG meetings
- Invited speakers
- Sea Fish Industry Authority - Industry Meeting Disclaimer Statement

Scope and remit

- 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;
 - mis/information on stocks' status – to provide information to allow fish buyers to undertake risk analysis of supply chain options;
 - the need for 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;
 - challenges to the integrity and reputation of the seafood supply chain
 - and any other issues the group agrees.
- 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.

- The group should seek information from the whole supply chain, as well as seek industry experts and look out for new representative bodies.
- Seafish to 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 for other groups to form that address specific issues such as skates and rays, discards and aquaculture. The activities of these groups are routinely reported back to the CLG.

Participation at CLG meetings

- Seafish to nominate a Chair which should be endorsed by the whole group.
- The minutes are added to the Seafish website. The participants are listed but the comments made at the meeting are not generally attributed.
- 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.

Invited speakers

- Speakers will be invited to participate and given a brief on what should be covered in the presentation.
- 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 a week in advance of the meeting, as requested by the Secretary.

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.