

RFPS Small Ports Sub-Committee (SPSC) Terms of Reference (ToR)

Seafish utilises the skills, knowledge and expertise of a Small Ports Sub-Committee to guide the development of the small ports component of the Responsible Fishing Ports Scheme (RFPS). The SPSC is an objective-based group, with a membership which seeks to be representative of the small ports sector in the UK as categorised by the RFPS definition of 'small ports'. The purpose of the SPSC is to manage technical matters relating to the development of the RFPS small ports assessment and certification process and accompanying documentation.

Main Objectives:

- to support the development and management of RFPS small port certification criteria; and
- to make recommendations to the OTB and Seafish Board as to the nature and scope of these criteria.

The SPSC ensures the technical relevance and appropriateness of the scheme for use as a third-party assurance mechanism for small UK fishing ports, which allows certified ports to demonstrate their responsible operation in relation to the five key areas of the RFPS Standard.

Key Activities:

- provide expert guidance in the development of a set of workable technical requirements for small ports, which, when met, demonstrate responsible port management and operation;
- provide expert knowledge and guidance to the Standard Holder (Seafish), the Oversight Technical Board, and the Approved Certification Body / Bodies to ensure the RFPS scheme remains credible and technically robust;
- provide advice by way of decisions, proceedings, and meeting minutes to the OTB and Seafish Board on any amendments considered necessary or desirable to ensure the accuracy, relevance and credibility of the programme; and
- provide input and advice on documents prepared on the technical interpretation of the RFPS small ports certification requirements and supporting documentation used in the assessment of small fishing ports as the process for small ports develops and evolves.

Constitution

The SPSC is appointed by the RFPS secretariat on behalf of the RFPS Oversight Technical Board (OTB). Membership will be based on advice, consultation and nominations put forward from UK fishing ports, the OTB, and stakeholders associated directly or indirectly with the RFPS and considered to possess the relevant expertise and/or technical knowledge.

The SPSC will be composed of at least 3 voting members plus a Chair. It is not a requirement to appoint all members of the sub-committee from the outset. The Chair of the SPSC will be elected by the appointed members of the sub-committee and will be non-voting. The Chair will cast a deciding vote only in the event that a tied vote is cast by the members of the sub-committee. The Chair shall have a term of 12 months. After this term, the sub-committee will have the opportunity to re-elect or choose another Chair. As standard holder, Seafish will act as the Secretariat to this sub-committee.

Rules of Procedure for the SPSC

The normal term of office for the members of the SPSC shall be three years provided that:

- any member of the sub-committee 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 written notice to the Chair;
- any person whose term of office expires shall be eligible to be re-appointed to the sub-committee; and
- the Chair may replace a member if the member fails to attend meetings of the sub-committee on more than two (2) consecutive occasions of unexcused absences.

SPSC meetings shall be convened by notice in writing (e-mail) to each member at such times as the Secretariat shall direct and shall not be less than once a year. The Secretariat shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting.

In the absence of the Chair at any meeting, the Chair shall be taken by a member of the Committee selected in advance by the Chair, or, failing that, elected by a majority of those present.

Each member shall have one vote. The Chair or person presiding shall in the event of an equal division have a second casting vote.

With the consent of the Chair, specialist advisors and stakeholder observers may attend meetings of the Committee but they shall not be entitled to vote.

It is anticipated that members of the Committee will be asked to meet, either in person or via teleconference, between 2-4 times in a calendar year.

Confidentiality and Conflict of Interest:

Members of the SPSC are appointed to support in the development objectives of the RFPS 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; and
- committed to neutrality, transparency and fairness in all dealings.

Member Agreement of Participation

This document stands as a non-binding agreement of participation for the below signatory; the person named herein has agreed to participate as a Small Ports Sub-Committee member of the RFPS Certification programme.

Name: _____ Date: _____

Title: _____

Signature: _____