

Terms of Reference

1. Purpose and Vision

The Young Seafood Leaders Network (“YSLN”) has been set up in response to commitments made under Sea Fish Industry Authority’s 2018-21 Corporate Plan, to support the seafood sector as an employer of choice.

The vision of the Young Seafood Leaders Network is to ensure the appropriate skilled workforce is attracted to, and is retained within, the UK seafood industry by identifying, nurturing, developing and listening to its young talent.

The purpose of the YSLN is to create a platform for young leaders in the UK seafood industry to share knowledge and develop their skills, providing them with the opportunity to shape the future of the sector.

The YSLN will deliver on its vision and purpose by providing the following:

- Opportunities for the exploration of business development ideas and innovation and lead change in the industry.
- A forum for networking.
- Facilitation of partnerships and mentoring between young professionals and experienced industry practitioners.
- Development of leadership skills.
- Identification of professional development opportunities & help finding a platform to develop.
- A voice in the industry.

2. Structure

The role of the Sea Fish Industry Authority is to facilitate the delivery of the Young Seafood Leaders Network (YSLN) through the provision of administrative and financial support. The Sea Fish Industry Authority shall undertake the day to day management of the YSLN.

The YSLN is led by a Steering Group and delivered by the Seafish Delivery Team.

Steering Group

The Steering Group shapes the YSLN’s annual programme of events and activities. It's purpose is to advise the Seafish Delivery Team on all matters relating to the YSLN. This includes:

- Collectively agreeing on the annual programme of events and activities for the YSLN.
- Providing strategic direction to enable the YSLN to deliver on its vision and purpose.
- Collectively advise on operational matters and prioritising areas of work
- Evaluating the performance of the YSLN.
- Promoting awareness of the YSLN.

The Steering Group shall consist of no more than 8 members, excluding any secretariat representation provided by the Sea Fish Industry Authority. Membership of the Steering Group will uphold equality and will represent the diversity of the UK seafood sector.

The minutes from Steering Group meetings will be made available to YSLN members.

The Steering Group's Terms of Reference provides more information.

Seafish Delivery Team

Under the direction of the Steering Group, the Seafish Delivery Team is the key delivery vehicle for YSLN events and communications. Its responsibilities include:

- Present ideas on future events, strategy and communications to the Steering Group for consideration.
- Facilitate and organise YSLN events and communications to time, cost and quality.
- Provide and implement a communications plan for the YSLN.

3. Membership

Membership of the Young Seafood Leaders Network (YSLN) is open to all individuals aged between 25 and 40 working in or affiliated with the UK seafood sector. The YSLN welcomes membership from those working in the private and public sector as well as NGOs and charities. There is no maximum membership limit.

4. Confidentiality

Whilst the Young Seafood Leaders Network (YSLN) will be open and transparent, the YSLN will not discuss or exchange information which contains commercially sensitive material. The criteria for appropriate discussions are outlined in the Industry Meeting Discussion Guidelines set out in Annex I.

Information discussed or disclosed at a YSLN event or other YSLN information sharing platform must not be transferred to any third party or used in any way by a YSLN member to gain a commercial advantage. If a member wishes to share information but for it to remain confidential, this must be made expressly clear to the Seafish Delivery Team or Steering Group.

5. Code of Conduct

When engaging in activities or communications facilitated by the Young Seafood Leaders Network (YSLN), members should:

- Notify Seafish at the first opportunity if a conflict of interest arises. This shall be acted upon accordingly and if appropriate noted as part of the minutes.
- Conduct themselves in accordance with the confidentiality criteria set out in section 4 and Annex I.
- Inform Seafish of any media engagement work they undertake which may impact the work of the YSLN.
- Arrive at events facilitated by the YSLN on time.
- Demonstrate mutual respect and trust to fellow YSLN members.
- Listen to and respect the opinions of others.
- Engage positively and participate proactively.
- Outwardly represent a positive image of the YSLN.

6. Expenses

Travel expenses will not be reimbursed by the Sea Fish Industry Authority and payments will not be made for attending events and meetings hosted by the Young Seafood Network. It is expected that members attend either in their own time or with the blessing and support of their organisations, and as such, their organisations will support travel and subsistence costs.

7. Disclaimer of Liability

Views, thoughts and opinions expressed in the course of YSLN activities belong solely to the individuals involved and do not necessarily represent the views, thoughts and opinions of the Sea Fish Industry Authority. The Sea Fish Industry Authority is not responsible for and does not verify the accuracy of any information provided by members of the YSLN.

Members of the YSLN acknowledge that the role of the Sea Fish Industry Authority is to act as a neutral facilitator of discussions, meetings and events. Unless expressly confirmed by the Sea Fish Industry Authority in writing, any decision taken as a result of discussions during these activities of the YSLN is not condoned or agreed to by the Sea Fish Industry Authority.

8. Review

The Terms of Reference shall be reviewed when considered appropriate by the Steering Group. Any member of the Young Seafood Leaders Network can request a review of a particular aspect of this agreement at any time.

Last updated: October 2019

ANNEX I

**SEA FISH INDUSTRY AUTHORITY
INDUSTRY MEETING DISCUSSION GUIDELINES**

The legitimate purpose of meetings facilitated by the Sea Fish Industry Authority is to discuss matters which affect the UK seafood industry.

It is critical that industry-wide meetings facilitated by the Sea Fish Industry Authority are conducted in accordance with UK and European competition laws. This document sets out guidelines on what matters are and are not appropriate for industry-wide discussion. This is to ensure that sensitive commercial information which could negatively influence the UK seafood market is not shared between competitors.

Matters which should not be discussed	Matters which may be discussed
<ul style="list-style-type: none"> Discussions between competitors as to how the market can be divided between them, such as allocating customers / tender opportunities, restrictions on types of products or services different competitors can offer, or any other kind of market division. 	<ul style="list-style-type: none"> Ethical issues affecting the industry as a whole, such as the development of responsible and sustainable fishing schemes.
<ul style="list-style-type: none"> Pricing information which is not in the public domain, including fixed prices or rates, price changes, price differentials, or discount information. 	
<ul style="list-style-type: none"> Cost information, including information about distribution costs, cost accounting formulas or the methods used to compute your costs. 	<ul style="list-style-type: none"> Legislative changes, such as changes in health and safety and environmental legislation or any new or proposed legislation specific to the UK seafood industry.
<ul style="list-style-type: none"> Information as to future plans concerning technology, production, marketing and sales which is not in the public domain. 	
<ul style="list-style-type: none"> Matters relating to individual suppliers, distributors or customers. 	<ul style="list-style-type: none"> Non-confidential technical and promotional issues relevant to the industry, including issues relating to technology and infrastructure.
<ul style="list-style-type: none"> Discussions about setting industry wide pricing policies, except to the extent necessary to achieve the legitimate objectives of the trade association 	