SF2040 Seafood Industry Leadership Group Terms of Reference

I. Seafood Industry Leadership Group (SILG) - Terms of Reference (TOR) covering:
   a) SILG Scope and remit
   b) SF2040 Secretariat - Chair and Project Manager duties
   c) SILG meetings and communications
   d) SILG Membership
   e) Sea Fish Industry Authority – Industry Meeting Disclaimer Statement

II. Scope and Remit
   a) The aim of SILG is to represent all English seafood sectors, lead and support the work of the Seafood 2040 Strategic Framework for England (SF2040) and to hold all partners to account for its delivery.
   b) An effective SILG will galvanise a move across the English seafood industry from simple information sharing towards a genuine, holistic and shared understanding of ‘what good looks like’ across the industry and so actively drive improvements.
   c) The value of this group is in:
      a. providing the determination as well as strategic and operational ambition to drive SF2040 in partnership with Seafish, government and other organisations in order to achieve the vision of a truly thriving seafood industry; and in
      b. connecting and supporting existing organisations working for mutual benefit and the advancement of the SF2040 recommendations.
   d) Overall, SILG will:
      a. Oversee SF2040 delivery
      b. Connect existing organisations working for mutual benefit and use advocacy to support activities that deliver against SF2040 recommendations. Adopt an agile approach to challenges and opportunities in pursuit of SF2040.
   e) Specifically, SILG will address (the following text is from the SF2040 Strategic Framework):
      a. **Recommendation 2**: Establish a relationship with the Seafish Science Expert Panel (SEP) through its Chair and Seafish Operations Director and secure general advice where needed. Commission and fund the SEP to support specific science project work using external funds.
      b. **Recommendation 3**: Establish a Seafood Industry Best Practice Programme as a pathway to demonstrable improvement, with agreed specified standards developed for the four key strands of sustainability in partnership with Seafish.
d. Recommendation 15:
   i. Establish an Infrastructure Task and Finish Group to map existing facilities against current and future needs across the entire seafood value chain, linking with relevant development bodies such as LEPs; and
   ii. Building on the work of the Blue Marine Foundation, commission a report on economic and social benefits of shortening supply chains for inshore fisheries) through to regional and localised foodservice sectors.

e. Recommendation 17:
   i. Enhance business capability in partnership with Seafish to assess the current provision against the business requirements of the supply chain to identify major gaps and highlight opportunities. Consider the creation of a virtual business support hub to signpost: information about export requirements; regulatory requirements; Government initiatives and support programmes, for example UK Trade and Investment (UKTI) export advice; wider funding and support opportunities for research and innovation; and best practice programmes.
   ii. Enhance business capability by considering the findings of the Patient Capital Review and the support available for the seafood sector through current mechanisms and identify whether other fiscal incentives such as capital investment grants and Government guarantees for commercial bank loans are necessary.
   iii. Enhance business capability in consultation with Defra to establish a replacement funding mechanism for EMFF that addresses those high priorities that cannot be support through other funding mechanisms.

f) The Chair and SILG members will be accountable to both the UK Minister and the seafood supply chain they represent.

g) SILG will operate from November 2018 – November 2020 unless further commitment from the members for the purposes of continuing SF2040 is agreed to and considered necessary.

III. SF2040 Secretariat – Chair and Project Manager Duties
   a) Seafish will provide the secretariat and project management oversight.
   b) The SILG Chair will drive the SF2040 strategy for England and champion the recommendations forward both directly through SILG and indirectly through all other relevant organisations in the private and public sectors by establishing shared goals and a common voice.

   a. The Chair will lead the development of an action plan (consulting with Seafish and other key partners) for SILG which will then support delivery of the SF2040 Strategic Framework for England.
c) The Project Manager will serve as Secretary to SILG and will maintain regular communication with SILG members through email, meetings, and other correspondence as necessary throughout the 2-year project.

d) Alignment and connection between SILG and the subgroups will be a priority of the Project Manager. This will include working between the groups, attending all meetings, coordinating recommendations that cross between the groups and emailing the minutes of SILG and subgroups to one another.

IV. SILG meetings and communications

a) SILG will meet five times per year with four meetings in London and one meeting per annum in the regions (Grimsby and Brixham) to engage directly with the wider industry through site visits. Business will be conducted between meetings electronically (email) and with phone calls as needed.

b) In a spirit of collaboration members should attend SILG meetings:
   a. to keep-up-to-date with the latest developments;
   b. to represent their part of the value chain;
   c. to be part of a cross-industry structured discussion; and
   d. to readily aid in the advancement and achievement of SF2040.

c) The scope of meetings will centre on progress of the specific SILG work requirements detailed above and updates with discussion centering on strategic approaches to address the remaining SF2040 priorities.

d) All information produced by SILG will be placed in the public domain. Seafish will maintain a SF2040 web page, and minutes of meetings will be added. Some parts of the discussion may not be minuted when requested. The participants will be listed (name and business) but the comments made at the meeting will not be generally attributed.

e) Meetings will be tweeted on the day using @seafishuk account. Tweets will be attributed to specific presentations/speakers and could include photos with agreement in advance. Presenters may request not to be photographed or tweeted and the audience will be informed.

V. SILG Membership

a) Travel expenses for meetings and SILG-related work will be paid to SILG members that work for non-government organisations. Please use the SF2040 Travel Policy and submit the FD4 Form and receipts to the address listed in the policy.

b) One-page CVs will be required, including a photograph if possible.

c) Please refer to Annex A, page 4, for the list of SILG membership and the organisations they represent within the England seafood industry. This list will be updated as other candidates are confirmed or changed.
VI. Sea Fish Industry Authority – Industry Meeting Disclaimer Statement

The Sea Fish Industry Authority (‘Seafish’) has facilitated this meeting for the purpose of convening the Seafood Industry Leadership 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.

Annex A: SILG membership

<table>
<thead>
<tr>
<th>Representation</th>
<th>Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chair</td>
<td>Alison Austin</td>
<td>Consultant, Non-Executive Seafish Board</td>
</tr>
<tr>
<td>2 Secretary</td>
<td>Kim Cullen</td>
<td>Project Manager, SF2040</td>
</tr>
<tr>
<td>3 Seafish</td>
<td>TBD</td>
<td>Seafish</td>
</tr>
<tr>
<td>4 Government</td>
<td>Nicola Robinson</td>
<td>Domestic Fisheries Policy, Marine and Fisheries Division, Defra</td>
</tr>
<tr>
<td>5 Science</td>
<td>Chair of Seafish Expert Panel</td>
<td>Currently being advertised and recruited for</td>
</tr>
<tr>
<td>6 Aquaculture</td>
<td>James Fox Davies, Chair of ALG</td>
<td>Fowey Shellfish</td>
</tr>
<tr>
<td>7 Processing</td>
<td>Stuart Caborn</td>
<td>Youngs Seafood</td>
</tr>
<tr>
<td>8 Processing</td>
<td>Mark Greet</td>
<td>Falfish Limited</td>
</tr>
<tr>
<td>9 Processing / Sustainability</td>
<td>Nigel Edwards</td>
<td>Seachill</td>
</tr>
<tr>
<td>10 Food Service and Hospitality</td>
<td>Victoria Cook</td>
<td>M&amp;J Seafoods</td>
</tr>
<tr>
<td>11 Retail</td>
<td>Ally Dingwall</td>
<td>Sainsbury’s Supermarkets</td>
</tr>
<tr>
<td>12 Catching sector - Producers Organisation</td>
<td>Paul Trebilcock</td>
<td>Cornish Fish Producers Organisation</td>
</tr>
<tr>
<td>13 Catching sector</td>
<td>Andrew Pascoe</td>
<td>National Federation of Fishermen’s Organisations</td>
</tr>
<tr>
<td>14 Young Seafood Leadership Programme</td>
<td>Ben Franks</td>
<td>Seafish</td>
</tr>
</tbody>
</table>