

Discard Action Group Terms of Reference

This Discard Action Group (DAG) Terms of Reference (ToR) covers:

- Scope and remit
- Participation at DAG meetings
- Invited speakers
- Communication around the meetings
- Sea Fish Industry Authority - Industry Meeting Disclaimer Statement

Scope and remit

The Seafish Discard Action Group is a UK cross-industry group that brings industry and other stakeholders together in an integrated, interdisciplinary and collaborative manner to share factual information and reach a minimum baseline understanding of the discards issue from all perspectives. This helps to ensure all stakeholders have a broad knowledge of the issues. It is a key forum to allow individual interests to have a voice in the debate and to explore means by which discarding can be reduced to the minimum level practicable; to develop action plans to accelerate developments in specified areas; and to act as a hub to provide factual information that is both accessible and understandable.

The Discard Action Group (DAG) is autonomous, however its activities are reported to the Seafish-facilitated Common Language Group.

- The scope of discussions should:
 - Help define and promote best practice in discard reduction.
 - Look for novel ways of incentivising the adoption of best practice.
 - Inform its participants and the wider community of new developments on an international, as well as national basis, acknowledging the fact we can learn from best practice from around the world.
- The scope of discussions should not include (to avoid duplication with other Seafish issues groups):
 - Aquaculture (see Aquaculture Common Issues Group)
 - Ethical issues concerning labour (see Seafood Ethics Common Language Group)
 - Environmental sustainability, product integrity and consumption/markets/trade (Common Language Group)
 - Direct commercial promotions
- The DAG mailing list is representative of all relevant interests across the UK seafood supply chain including:
 - the catching sector
 - the whole UK supply chain including retail and foodservice
 - Government
 - 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.
- In planning the agenda for meetings Seafish will seek information from the whole supply chain, as well as consult with industry experts.
- Seafish will facilitate and provide the secretariat for the group. The group should meet twice a year. All information produced by the group should be placed in the public domain. Seafish should maintain a DAG web page, and make all minutes for each meeting publicly available.

Participation at DAG meetings

- Seafish to nominate a Chair which should be endorsed by the whole group.
- Meetings should be themed to focus the group's attention.
- Participation at DAG 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 DAG 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 DAG Chair will manage the meeting. The Secretary will compose the programme, invite the speakers, and prepare the technical equipment needed.
- We will share the list of attendees (business/organisation name) in advance of the meeting and in the published minutes.
- There are assumptions about expected behaviours at DAG meetings, particularly in relation to how delegates react to speakers and presentations. The DAG is there to initiate constructive dialogue on key issues that have the potential to damage the reputation of the seafood industry. Whilst there may be many different opinions, and there is the potential for the debate to become a little heated on occasion, this should never result in personal or derogative comments being directed at any of the speakers, the Chair or anyone else in the room. Anyone attending DAG meetings should respect this and anyone not doing so will be asked to leave.

Invited speakers

- Speakers will be invited to participate and given a brief on what should be covered in the presentation.

- Speakers will be identified in the minutes and in the presentations which are published afterwards. Subject to the presenter providing express permission.
- 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 in advance of the meeting, as requested by the Secretary.

Communication around the meetings

- **Attendees.** We will share the list of attendees (business/organisation name) in advance of the meeting and in the published minutes.
- **Social media.** We will tweet on the day of the meeting using @seafishuk account and a# associated with each meeting. Tweets will be attributed to specific presentations / speakers and could include photos of presenters, subject to their agreement in advance. Presenters can request not to be photographed or tweeted and the audience will be informed this is the case.
- **Minutes.** We provide minutes of the meeting afterwards but we may not minute some parts of the discussion when requested. We will not attribute names to comments / questions from the audience. These minutes will be published on the Seafish website.
- **Guidelines.** Overarching Seafish Industry Meetings Disclaimer Guidelines are shared in advance of the meeting.

Sea Fish Industry Authority - Industry Meeting Disclaimer Statement

[The Sea Fish Industry Authority (**Seafish**) has facilitated this meeting for the purpose of convening the Discard Action 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.