

MarinTrust Technical Assurance Committee (TAC)

Terms of Reference (ToR)

MarinTrust utilises the skills of the Technical Assurance Committee (TAC) to assist with the development, revision, and implementation of processes and procedures of the MarinTrust Assurance System.

The TAC is an objective-based group, representative of certification scheme owners, external consultants, and assurance personnel within the seafood industry. Representation is sought from seafood industry experts and key interested stakeholders.

The Terms of Reference of the TAC are as follows:

The function of the TAC is to manage technical matters relating to the development, revision, and implementation of the MarinTrust Assurance System as part of the Quality Management System (QMS), including the technical relevance and appropriateness as a third-party, accredited certification programme.

Main Objective:

- To support the development, revision, and implementation of a credible and robust assurance system for a global certification programme for the marine ingredients industry, which will provide assurance to the global supply chain that all certified sites to this programme source and produce marine ingredients responsibly.

Key Activities:

- Based on industry, knowledge of ISO standards and certification standards, provide knowledge and guidance that will contribute to the development and maintenance of a robust assurance system.
- To develop and keep the technical assurance specifications for the MarinTrust programme to confirm their relevance to current practice, market, and legal requirements for approval by the MarinTrust Governing Body Committee (GBC).
- Provide advice by way of decisions, proceedings, and meeting minutes to the MarinTrust GBC, via the TAC, on any amendments key developments and amendments considered to be necessary to ensure the accuracy, relevance, and credibility of the programme.
- Provide input, advice, and direction on documents prepared on the robustness, practicability and completeness of assurance guidance and procedures used as part of the MarinTrust assurance system as the programme evolves
- Monitor any changes to the relative normative documents (such as ISO17065, 17067, 17011), legislation or circumstances that are required to be incorporated in the assurance system

Constitution

The TAC is appointed by the MarinTrust Secretariat on behalf of the MarinTrust Governing Body Committee. Membership will be based on advice, consultation, and nominations put forward from the Marine Ingredient Industry, Governing Body Committee, and identified stakeholders associated directly or indirectly with the MarinTrust Certification Programme.

The TAC will be composed of at least 6 voting members plus a Chair. The membership of the TAC will be comprised of sufficient representation from the seafood industry with a sound knowledge of relevant norms (such as ISO 17065 and ISO17067) and shall include; (2) scheme owner representatives, (2) external consultants (2) assurance experts. It is not a requirement to appoint all members of the TAC from the outset.

The TAC's representation will be adapted from time to time to ensure it continues to represent the interests of a global, third-party certification assurance system and areas of broader certification interest. A review will be conducted every 12 months by the Secretariat in consultation with the existing TAC members.

The TAC's Chair will be elected by the appointed members of the TAC and will be non-voting. Each member shall have one vote in the event of a tie or there is a need of a quorum. The Chair shall have a term of 12 months. After this term, the TAC will have the opportunity to re-elect or choose another Chair. As standard owner, MarinTrust will act as the Secretariat to this TAC.

Rules of Procedure for the TAC

The normal term of office for the members of the TAC shall be (3) years provided that:

- Any member of the TAC 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 providing the Chair with at least 2 months written notice;
- Any person whose term of office expires shall be eligible to be re-appointed to the TAC;

The Chair may replace a member if the member fails to attend meetings of the TAC on more than two (2) consecutive occasions of unexcused absences.

TAC Meetings shall be notified in writing (e-mail), together with the agenda, to each member at least 1 month in advance by the MarinTrust Secretariat with the support of the Chair.

All relevant committee papers and supporting documents (information pack), shall be shared with each member via email no later than 7 days prior to the meeting.

It is anticipated that members of the TAC will be asked to meet, either in person or via remote platforms, between 2-4 times in a calendar year but not less than once.

A Quorum at such meetings shall consist of no less than 4 voting members and shall be noted by the Chair at each committee.

Observers in attendance of TAC meetings shall speak but have no vote and shall be invited to meetings at discretion of the Chair and MarinTrust secretariat.

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

The Chair, with the support of the MarinTrust Secretariat, shall be responsible for taking and presenting a correct record of the proceedings at each meeting.

All draft minutes shall be shared with the members via email by Chair or MarinTrust Secretariat responsible no later than 14 days after the meeting. These minutes will be approved at the next meeting, providing a quorum is present.

Confidentiality and Conflict of Interest:

Members of the Technical Assurance Committee (TAC) are appointed to support in the development objectives of the MarinTrust 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;
- Committed to neutrality, transparency, and fairness in all dealings.

All prospective TAC members will be asked to provide a CV identifying their relevant experience, a short bio, for posting to the MarinTrust website if appointed. An appointed member will also sign a conflict of interest (annex 1) and confidentiality undertaking. Should a conflict of interest arise, the member is requested to report this to the Chair as soon as reasonably possible. The Chair shall decide on and instigate appropriate action. All such reported conflicts of interest and follow up actions agreed shall be recorded on the TAC files.

Member Agreement of Participation

This document stands as a non-binding agreement of participation for the below signatory and shall remain valid for the normal term of office for the members of the TAC of (3) years; the person named herein has agreed to participate as a member of the TAC for the MarinTrust Programme.

Name: _____ Date: _____

Title: _____

Signature: _____

Annex 1

Conflicts of Interest Declaration Form

I, _____, as Committee Member of MarinTrust Limited have set out below my interests [in accordance with the organisation’s conflicts of interest policy.]

I am a new committee member.

I am an existing committee member.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.</i>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, where you own shareholdings (of more than 1% of issued capital) and beneficial interests.	
Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	

Any contractual relationship with MarinTrust or any related entity.	
Any other interests not covered by the above which could give rise to a conflict of interest.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis.

Signed: _____

Position: _____

Date: _____

