



Marine
Management
Organisation

Wrasses Complex Fisheries Management Plan & Black Seabream Fisheries Management Plan:

Working Group Terms of Reference and Code of Conduct

September 2024

Draft v0.1



...ambitious for our seas and coasts

1. Purpose of Group

The purpose of this stakeholder group is to establish a forum for engagement on the Wrasses Complex Fisheries Management Plan (FMP) and the Black Seabream FMP and the provision of advice on fisheries management and conservation, with the aim being to aid in the development of effective management of the species covered under these FMPs. All group members will seek opportunities to engage the wider fishing industry and other key stakeholders and disseminate information as appropriate to their respective organisations.

2. Objectives of the group

The specific objectives of the working group are:

- a) Development of the FMP alongside the MMO as lead delivery partner, by providing input, feedback, and steer.
- b) Allow MMO to provide updates to key stakeholders on the management of fisheries within scope of this FMP.
- c) Assist the planning and delivery of the FMP to be informed by fisheries stakeholder perspectives and others' expert knowledge.
- d) Contribution to the development of the FMP Evidence Statement, enabling stakeholders to inform, feedback and steer evidence gathering.
- e) Provide clarity about how and at what stage key stakeholders can influence the development and implementation of this FMP.
- f) Contribute to, and help facilitate, effective engagement with wider fisheries stakeholders regarding this FMP.
- g) Understand impacts and unintended consequences of any proposed management opportunities in the FMP.
- h) Allow early identification and resolution (or escalation) of potential risks and issues.
- i) Identify conflicts or opportunities with other FMPs or management programmes.

3. Responsibilities of the group

- a) Provide expert opinion and/or evidence to steer development of this FMP and of the evidence plan.
- b) Make recommendations for the development of the FMP and of the Evidence Statement.
- c) Provide guidance and direction to the drafting of the FMP and of the Evidence Statement.

4. Responsibilities of the representatives

- a) Represent members of their community by expressing their community or organisation's views and providing regular feedback to them of the development of this FMP
- b) Provide timely feedback on papers circulated for meetings or outside of committee when required
- c) Provide suitable deputies that can input and engage on the agenda items where appropriate

5. Frequency, governance, and arrangement of meetings

Meetings will be held when required to address specific issues and asks, other than an initial meeting in October 2024. Meetings will primarily be held via Microsoft Teams due to the dispersed nature of members but face to face meetings could be arranged if necessary and if the group agrees. The group may also need to review and provide feedback on papers outside of arranged meetings via email and where required, requests for advice will be directed to specific working group members. If a group member is unable to attend a meeting, they should forward the invite to a suitably authorised and competent deputy.

The MMO will act as a group Secretariat to coordinate the arrangements for each meeting, including: the agenda, minutes and provision of supporting papers and documents in agreement with the Chair.

Meeting invites and agenda – where possible, MMO will aim to convene meetings and provide an agenda as early as 10 working days, and by no less than 5 working days, in advance. The agenda will be based on specific items relevant to the development of the FMP. At the time of circulation, the Group may add items to the agenda.

Meeting papers - papers for consideration by the Group will be developed by the relevant team in conjunction with the Secretariat. Where possible, papers will be circulated as early as 10 working days, and by no less than 5 working days, prior to the meeting.

Meeting actions – updated and approved action log from meetings will be circulated within 5 working days of the meeting by the Secretariat.

Meeting minutes - minutes will be produced for external publication in order to provide transparency. Individuals will not be named within the minutes related to discussion points; however, in interests of transparency attendee names will be listed.

Sub-groups – the Working Group Chair may convene sub-groups to focus on particular areas of the programme, as and when these are needed. Any sub-group

will be accountable to the Working Group Chair and will only have decision making authority if given by the Working Group Chair.

6. Provisional meeting outline

Provisional month of meeting	Provisional agenda topics
October 2024	Introductions, agreement of ToR, overview of FMP, workshop planning.
TBD	Online meeting on outcomes of survey and pre-engagement report. Discussion on workshop materials.
TBD	Post-workshop updates and finalisation of FMP proposals.
TBD	WG provided with a draft of the FMP to review.
TBD	WG given a presentation of the final draft FMP for Defra submission with WG feedback considered. This meeting is not an opportunity to feedback again.
TBD	WG available if requested by Defra

A group secretariat will coordinate the arrangements for each meeting and request for advice, including the agenda, minutes, and will coordinate provision of supporting papers and documents in agreement with the Chair. Minutes of any meetings and the outcomes of any advice requests will be published for transparency purposes, with names excluded from any published minutes.

7. Principles

The following are the guiding principles that all members of this group must adhere to. At the close of each meeting participants will be afforded the opportunity to provide feedback on the success of the principles during the meeting.

Principle one

The MMO will nominate single points of contact (SPoCs) for this stakeholder group from each stakeholder. These points of contacts may also nominate a deputy who may represent the respective organisation alongside/instead of the SPoC.

Principle two

All parties will work in an open and transparent manner, with a “no surprises” culture operated between all parties.

Principle three

All participating stakeholders will be given the opportunity to feedback on how the working group is functioning. Feedback will be recorded and kept under review to allow for improvement in the functioning of the meetings.

Principle four

The effectiveness of the working practice will be kept under review, with any changes necessary to improve its use agreed by all parties.

Principle five

Communication during meetings will be conducted on the basis of respect for all group members, including different opinions and perspectives.

Principle six

Recording or use of artificial intelligence (AI) during meetings is not permitted by members, other than MMO and only when advance notification of intent to record a meeting is given.

8. Review

These Terms of Reference (ToR) for the Working Group will be reviewed regularly to ensure that they remain fit for purpose.

9. Declaration

The following lead representatives agree to the principles and considerations outlined above, which will be used as a framework for each organisation within the stakeholder group to follow.

Wrasses Complex FMP and Black Seabream FMP: Working Group Code of Conduct

1. Behaviour management

Behaviour will be monitored to ensure all meetings have productive and successful outcomes. Behaviour will be monitored and managed in meetings by the Chair and facilitator, however, our expectations for conduct are clearly laid out here. These will be distributed along with the meeting invite and agenda, to all participants at every meeting.

Attendees of meetings must be:

Accountable

- Issues, decisions, and actions will be accurately recorded in the form of minutes which are published publicly. All group members will have the chance to review and challenge if they feel they don't accurately represent what was discussed.
- Actions will be assigned to a specific person or group and followed up.
- Members will be expected to seek the views of their wider representative groups and disseminate information out accordingly.

Constructive

- Discussions must be constructive and stay on point.
- Members must respect the viewpoint of others.
- Healthy debate is encouraged but members should not talk over the top of one another.
- Rude/abusive behaviour will not be tolerated.
- Members will challenge the problem or issue not an individual.

Efficient

- Whilst the Chair will be in charge of timings, members will respect the time of the group by keeping comments brief and on topic.
- Members will seek to address issues and follow up actions in a timely manner.
- Questions will be answered promptly where possible.
- Feedback on processes used is encouraged and will be actively sought.

Fair

- Any complaints relating to the system of operation or conduct of its attendees, during or between meetings, must be raised through the Chair of the meeting or through direct contact with the MMO Head of Fisheries Management Plans.
- If issues cannot be resolved within the group, they can be raised via the MMO's complaints procedure.

- Attendance may be temporarily or permanently suspended if a member of the working group does not conduct themselves correctly, treats any members without respect, or follow and adhere to the above charter, there will be temporary suspension of the individual. If any actions taken by the individual, whether verbal or physical, that is considered threatening, dangerous and/or consistently counter to the purposes of the groups, the individual can be permanently suspended. A temporary or permanent suspension will be issued by the MMO Director of Operations or the MMO CEO. This will be judged on a case-by-case basis and escalated through the Principal Fisheries Manager to the Head of Fisheries Management Plans, Head of Sustainable Fisheries to the Director of Operations or the CEO to issue permanent suspension.

Professional

- Discussions must remain professional.
- Members must respect the Chair, the facilitator and their authority.
- The group will seek and respect the best available evidence and advice where appropriate.

Transparent

- Name of attendees and the organisations they represent will be publicly available.
- Meeting notes will be circulated, approved by attendees and published online.
- As actions are taken, updates are provided as frequently as possible.

Involved

- Members will be expected to remain interested and active members of the working group.
- Members will be expected to be in full attendance to the working group meetings. Where this is not possible, a suitable deputy will be nominated at the earliest possible opportunity. This needs to be communicated to the Chair or Secretariat prior to the meeting.
- Opting out – if you no longer wish to remain involved with the working group, please communicate directly with the Chair or Secretariat, and a suitable replacement representative will be sought.

2. Facilitation

The MMO may invite a facilitator who would have the responsibility to apply principles of collaboration. The facilitator shall possess the following attributes: be objective and not directly involved in decision-making processes; take a guiding role in encouraging participants to focus on the goals of the FMP and how to achieve them; possess sufficient personal authority to discuss partnership working with multiple stakeholders; be experienced in resolving problems and disagreements between stakeholders.

3. Artificial Intelligence

Recording or use of artificial intelligence (AI) during meetings is not permitted by members, other than MMO and only when advance notification of intent to record a meeting is given.

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