

Fishing and Coastal Growth Fund expert advisory group: terms of reference

This terms of reference (ToR) sets out how the Fishing and Coastal Growth Fund (FCGF) expert advisory group will operate. It may be amended, when required, at the discretion of the group's chairperson.

Purpose

The purpose of the group is to provide expert advice to help Defra develop and implement the FCGF in England.

It is an informal advisory group and does not have the authority to make decisions on government policy. Any final policy decisions will be subject to ministerial approval.

Responsibilities

Group members will provide expertise and advice to Defra on both short-term and long-term issues affecting the fishing and seafood sector. This will involve providing views and evidence.

They will also provide advice on potential funding scheme design, including but not limited to:

- best practice to implement the fund
- funding priorities for different parts of the sector
- potential options for funding for each priority

Group members will also:

- represent their organisation or network and consult with their members, where appropriate, between meetings
- review actions to measure progress towards delivery of a fit for purpose fund

Membership

Read the list of [group members](#).

Membership may be expanded to include input from wider internal and external stakeholders, when appropriate, as determined by the chairperson.

Also, Defra may engage with industry stakeholders beyond the membership list, to ensure there is representation from a wide range of voices. For example, this could include regional and smaller industry organisations.

Sharing information

The group will share information for transparency but individual contributors will not be named, in line with the Chatham House rule.

A list of group members and meeting minutes are publicly available on the [FCGF expert advisory group page](#). Individual contributors have not been identified in the minutes.

Papers shared with advisory group members are confidential and will have the security marking: 'Policy in Development – do not share'.

Administration and meetings

The Senior Responsible Officer (SRO) for the FCGF, Ronnie Haynes (or an appropriate delegate), will chair the group. Other Defra officials will facilitate meetings and provide the secretariat.

Meetings will be held virtually, at least quarterly, though these may be more frequent. The frequency of meetings will be determined by the needs of the active workstreams. Different kinds of meetings may be held when appropriate, for example, longer workshops.

Group members will receive relevant papers before meetings. Progress on actions will be monitored during and between meetings. Outputs of meetings may be shared on GOV.UK to ensure transparency of engagement.