

SEG Standard Team Terms of Reference

Versions Issued

Version	Date	Description of Amendment	Approved by:
1.0	July 2023	First version	A.Kerr, Chairman
1.1	August 2023	Addition of Annex from the SEG Standard Development and Revision procedure	A.Kerr, Chairman

This document is the property of the Sustainable Eel Group. It is effective from the date above.

1. Background and purpose

- 1.1 Under the [SEG Standard Development and revision Procedure](#) (attached), a balanced and multi-stakeholder team is required to formulate and/or comment on and agree drafts of the SEG Standard for recommendation to the SEG Board for approval.
- 1.2 This document describes the requirements of and Terms of Reference for those serving on the SEG Standard team.

2. Representation

- 2.1 We seek equal representation of people who work in or have a recognised expertise in each of the following sustainability pillars:

Environmental
Social
Economic
- 2.2 We also seek representation from as many different countries as possible.
- 2.3 New invitees are to complement the existing team, comprised of Board members of the Sustainable Eel Group, who are:

Willem Dekker
Alex Koelewijn
Alexander Wever.
- 2.4 The SEG Standard Team is chaired and managed by David Bunt, who is SEG's Director of Conservation Operations and the SEG Standard System Manager.
- 2.5 The team reports to the SEG Board which has the final decision for approval for the content of the SEG Standard.

3. Alignment with objectives of the SEG standard

- 3.1 Participation in the team is on the basis that the participant agrees in principle with the concept of the SEG Standard, i.e. that it is a useful tool as a code of good practice in the commercial eel sector.
- 3.2 i.e. the participant provides comments to aid the formulation of the best possible code of practice.

4. Providing comments

- 4.1 Engagement in the process will be by email and by Zoom meeting.

- 4.2 There are likely to be up to two meetings per consultation round (of which there are two remaining).
- 4.3 Where appropriate, participants are encouraged to gain input from their colleagues, to ensure a balanced representation of their organisation or interest.

5. Decision making

- 5.1 The SEG Standard Team shall aim to take all decisions relating to the drafting of the SEG Standard by consensus, but if consensus cannot be achieved a decision may be taken by majority vote, with the team Chair having the casting vote, if required.

6. Resources required and payments

- 6.1 We aim that generally, participants have a professional interest in eel and that the time spent on this will be (1) minimal, (2) important for eel management and (3) in their professional interest.
- 6.2 Where participants require payment for their time and/or possible travel expenses, the amounts will be agreed in advance with the Chair of the team.

7. Conflicts of Interest

- 7.1 Participants will be required to register any declarations of interest, according to our policy, so that any potential competing interests are transparent and can be managed and minimised.

ANNEX 1: SEG Standard Team ([from SEG Standard Development and Revision procedure](#))

The SEG Standard Team is responsible for drafting the SEG Standard in accordance with the approved SEG Standard Development and Revision Procedure, for approval by the SEG Board of Directors.

The roles and responsibilities of the SEG Standard Team are as follows:

- To draft the SEG Standard under the direction of the SEG Chairperson and in accordance with the approved SEG Standard development procedure,
- To provide formal guidance on the interpretation of the SEG Standard as required, on an ongoing basis, in order to facilitate its consistent, effective implementation.

SEG Standard Team members shall be appointed by the SEG Board. The SEG Board shall appoint one of the Team's members to chair the Team.

The SEG Standard Team shall consist of a minimum of four (4) and maximum of ten (10) people comprising:

- One member of the SEG Board representing each of the three SEG membership categories
- A maximum of seven (7) additional experts appointed by the SEG Board

The SEG Standard Team may appoint advisors or sub-groups to assist with the resolution of any emerging challenging matters.

The SEG Board shall aim to ensure that the SEG Standard Team's membership includes members with experience and expertise in the following areas, to link with the three pillars of sustainability:

- **Social:** traditions, fishing, food provisions, eating, history, art

- **Environmental:** eel conservation, habitat improvement
- **Economic:** eel trade, culture, water operations

Ideally participants shall have academic qualifications and/or be recognised as experts or respected representatives of their sector.

The SEG Board shall aim to ensure that the SEG Standard Team's membership includes members from a broad range of countries affected by the implementation of the SEG Standard, and in particular seeks to include individuals from France, Spain, Germany and the Netherlands, as these countries are considered key to the restoration of sustainable eel populations and trade.

The Team may invite additional individuals to attend meetings to assist the Team with its work at its discretion, subject to the approval of the Team's Chairperson.

By being representatives of stakeholders, SEG Standard Team members might have conflicts of interest. The SEG Board shall be mindful of these when appointing the team, seeking to reduce those conflicts as much as possible. SEG Standard Team members shall be required to complete a Conflict of Interest Declaration Form, according to the [SEG Conflict of Interest Policy](#), which shall be published on the SEG website alongside the SEG Standard Revision process.

The current SEG Standard Team membership is provided in Document [115 SEG Standard Team Membership](#).

SEG Standard Team members may participate in and act at any meeting through the use of telephone conference or video-conference. Participation in a meeting by such means shall constitute attendance and presence in person at the meeting.

A minimum of 67% of the total number of eligible group members shall be present in person at a meeting in order for the meeting to achieve quorum.

Additional invitees attending SEG Standard Team meetings but who are not listed as members of the team shall not count towards quorum and shall not vote.

Decision-making:

The SEG Standard Team shall aim to take all decisions relating to the drafting of the SEG Standard by consensus, but if consensus cannot be achieved a decision may be taken by majority vote, with the team Chair having the casting vote, if required.

Decision making on approval of a standard is defined in 3.7 in the [SEG Standard Development and Revision procedure](#).