

SEG Standard **Revision** 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 102 SEG Standard Development and Revision Procedure	A.Kerr, Chairman
1.2	November 2024	Updates following revision of 102 SEG Standard Development and Revision Procedure	SEG Board

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 [102 SEG Standard Development and revision Procedure](#), a balanced and multi-stakeholder team is required to formulate and/or comment on and agree drafts of the SEG Standard **and associated supporting Assurance and Monitoring, Evaluation and Learning (MEL) Systems** 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 Revision team.
- 1.3 A separate document, [214 SEG Standard Panel Terms of Reference When Acting as a CAB](#), defines the Terms of Reference for when this team acts as the Conformity Assessment Body (CAB), in the contingency arrangement for the absence of an approved CAB.

2. Key Responsibilities

- 2.1 The SEG Standard Revision Team is responsible for drafting the SEG Standard and/or any element of the supporting [SEG Standard System](#) in accordance with the approved [102 SEG Standard Development and Revision Procedure](#), for approval by the SEG Board of Directors.

3. Representation

- 3.1 The SEG Standard Revision Team shall comprise a minimum of four (4) and maximum of ten (10) people to include:
 - a. The SEG Standard System Manager
 - b. Stakeholders who are independent of the SEG Board, with equal numbers (one, two or three) with experience and expertise in the following areas, representative of the three Brundtland pillars of sustainability:
 - i. **Social:** traditions, fishing, food provision, eating, history, art, community;

- ii. **Environmental:** eel conservation, habitat improvement, eel science, biology, protection, management;
 - iii. **Economic:** eel trade, aquaculture, water operations.
- 3.2 The SEG Standard Revision Team may appoint advisors or sub-groups to assist with the resolution of any emerging challenging matters.
- 3.3 Ideally participants shall have academic qualifications and/or be recognised as experts or respected representatives of their sector.
- 3.4 The SEG Board shall aim to ensure that the SEG Standard Revision 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, Netherlands and the UK as these countries are considered key to the restoration of sustainable eel populations, fishing and trade.
- 3.5 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.
- 3.6 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.

4. Appointment to the SEG Standard Revision Team

- 4.1 SEG Standard Revision Team members shall be appointed by the SEG Board.
- 4.2 The SEG Board shall appoint the SEG Standard System Manager to chair the Team.
- 4.3 The SEG Standard Revision Team shall be Independent of SEG, though overseen and directed by the SEG Board, led by the SEG Standard System Manager.
- 4.4 Membership of the Team shall be available to any stakeholder to be a member, via an application process (defined separately).

5. Engagement

- 5.1 Engagement in the process will be by email and meetings; either in person or by video-conference.
- 5.2 Where appropriate, participants are encouraged to gain input from their colleagues, to ensure a balanced representation of their organisation or interest.
- 5.3 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.

6. Decision making

- 6.1 The SEG Standard Revision 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.
- 6.2 Additional invitees attending SEG Standard Revision Team meetings but who are not listed as members of the team shall not count towards quorum and shall not vote.
- 6.3 The team reports to the SEG Board which has the final decision for approval for the content of the SEG Standard.
- 6.4 Decision making on approval of a standard is defined in 3.7 in the [102 SEG Standard Development and Revision procedure](#).

7. Resources required and remuneration

- 7.1 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.
- 7.2 There are likely to be up to two meetings per consultation round.
- 7.3 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.

8. Conflicts of Interest

- 8.1 By being representatives of stakeholders, SEG Standard Revision 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.
- 8.2 SEG Standard Revision Team members shall be required to complete a Declaration of Interest Form, according to the [116 SEG Conflict of Interest Policy](#).

9. Review

- 9.1 These Terms of Reference shall be reviewed when necessary, and as a minimum every five years in advance of and after the major revision of the SEG Standard System.