

SEPA FINFISH AQUACULTURE ADVISORY PANEL

Terms of reference

1. Aim of the Advisory Panel

SEPA's Finfish Aquaculture Advisory Panel ("the Advisory Panel") will provide advice to SEPA on the implementation of SEPA's regulation of finfish aquaculture sector under our sector plan in order to ensure our decision making is fully informed.

2. Members of the Advisory Panel

The members of the Advisory Panel are:

1. SEPA (Chair)
2. Four representatives of fish producers:
 - 1 from Scottish Salmon Producers Organisation
 - 1 from each of 2 salmon producing companies
 - 1 from either a trout producing company or the British Trout Association
3. Two representatives of national environmental NGOs
4. Two representatives of local community groups
5. Two representatives of finfish buyers
6. Fisheries Management Scotland
7. Three representatives of other regulators:
 - 1 COSLA representative
 - 1 Scottish Natural Heritage representative
 - 1 representative from Marine Scotland's fish farm planning function

3. Ways of Working

- The Advisory Panel will be chaired by SEPA's Chief Executive Officer or a delegated substitute
- The secretariat for the Advisory Panel will be provided by SEPA
- Members will be responsible for bringing their own expertise and will endeavour to ensure that their advice represents the views of the stakeholders they represent

- Members will not receive payments for serving on the Advisory Panel.
- To help ensure local community group representatives are able to attend Advisory Panel meetings, SEPA will reimburse reasonable travel costs incurred by community group and charity representatives.
- The Advisory Panel will meet quarterly or as required.
- Meetings will proceed where at least 50% of members; at least 1 representative from each of the following groups of stakeholders are in attendance:
 - The finfish aquaculture sector
 - Other agencies
 - National NGO's and local community groups
- Papers and agendas will be circulated at least three weeks in advance of each meeting
- By agreement of the Chair, the Advisory Panel may invite other bodies and organisations (eg supply chain businesses; buyers; research providers; other users of the marine or freshwater environment; etc) to attend Advisory Panel meetings in order to assist the Advisory Panel in preparing its advice
- Minutes of meetings will be recorded, circulated to the Advisory Panel within a week and made public via SEPA's website once agreed by the Advisory Panel (by the end of week 2)
- The Advisory Panel is not a decision making body, but the minutes should still accurately record the group views and capture disagreement where it occurs. The views expressed will not be attributed to individuals
- All communications by members (with media, public or Government) about the Advisory Panel or its work will be agreed with the Advisory Panel
- None of the advice provided by the Advisory Panel will be binding on any body or organisation. Where a decision is taken by SEPA differs to the advice of the panel, SEPA will explain why this is.
- The remit and future operation of the Advisory Panel will be reviewed annually