



## CONFERENCE STEERING GROUP

### Terms of Reference

#### 1. *General Concept:*

1.1 The vision for 'Sea Scotland' is a conference series that provides a multi-interest forum for Scotland-focused dialogue and knowledge-exchange for progressive marine policy and management.

High-level Objectives:

- 1.1.1 To bring together experts and stakeholders to generate and share innovative thinking in order that Scotland addresses challenges of managing its seas sustainably
- 1.1.2 Review the developing programme of science, legislation and policy implementation which is evolving to meet the challenges of sustainable development and identify and present next steps to address gaps in that programme
- 1.1.3 To encourage perception of LINK as an organisation with wide interests and long-standing engagement on marine policy

#### *3<sup>rd</sup> 'Sea Scotland' event – June 2018*

Aim: To collaboratively organise a national event in Scotland in 2018 to inform a collaborative approach to marine policy and management in Scotland.

Objectives:

- 1.1.4 Explore how community engagement and empowerment is changing in relation to the marine area, including through the Marine (Scotland) Act 2010, the Community Empowerment (Scotland) Act 2015, the Islands (Scotland) Bill 2017 and the devolution of management of Crown Estate Assets.
- 1.1.5 Promote methods for effective engagement and empowerment of communities in the stewardship of marine resources. As part of the Scottish Government's 'Year of Young People 2018', include the exploration of ideas for improved youth engagement and provide a platform for youth views on the marine environment, its development and governance.

#### 2. *Composition:*

- 2.1 The Steering Group will normally be comprised of the members listed at the bottom of this document. The number of group members will include a suitable contingent to ensure that all functions are sufficiently resourced.
- 2.2 There will be a rolling responsibility amongst steering group members for chairing meetings.

#### 3. *Frequency of meetings:*

- 3.1 Quarterly or more frequently as determined by the steering group consensus



- 3.2 The steering group will meet at the end of the conference to review the conference outcome, session flow, workshop session success, and begin generating ideas for the next conference
  - 3.3 Minutes of each meeting will be drafted by one of the members with rolling responsibility and circulated to each member of the Steering Group for approval
4. *Reporting:*
- 4.1 The Steering Group will prepare a written report within three months following the annual conference outlining the outcome of their activities as well as recommendations for subsequent conferences.
  - 4.2 Steering group members may be called upon to provide Quality Assurance of any workshop reports, promotional materials or press releases before publication.
5. *Review of Steering Group:*
- 5.1 The Steering Group will review its membership, rules and procedures as necessary. Additional members may be added as appropriate through the development of conference themes and agenda.
  - 5.2 A member will be removed from the Steering Group and replaced if necessary if the member does not attend three consecutive meetings and no contact is made with the remainder of the Steering Group
  - 5.3 The Steering Group shall review this Terms of Reference annually, prior to commencing planning of the next conference

<b>Steering group member</b>	<b>Organisation</b>
Calum Duncan	Marine Conservation Society
Alex Kinninmonth	RSPB
Lucy Greenhill	SAMS/MASTS
Emilie Devenport	Scottish Environment LINK
Chris Leakey	Scottish Natural Heritage
Sam Collin	Scottish Wildlife Trust
Sarah Dolman	Whale and Dolphin Conservation
Esther Brooker	WWF Scotland
Beth Scott	University of Aberdeen
Meriwether Wilson	University of Edinburgh

**Updated/agreed: November 2017.**

**Next review due: July 2018.**