



Steering Committee Minutes

Date: 23 June 2020

Location: Skype

Attendees:

1	HKSSC Chair	1	Technical Advisor (TA)
3	Secretariat	4	Steering Committee (SC)

Agenda:

1. External consultant preliminary findings
2. Member meeting
3. Webinars
4. Working Group updates
5. Commitment letters progress
6. Member support tool returned

Summary of discussion:

1. External consultant preliminary findings

- Summary of update item
 - Project review
 - Benchmarking exercise, Stakeholder engagement
 - Member interviews were impacted by Covid-19
 - Findings of engagement to date (3 parties)
 - HKSSC organisational goals and objectives
 - Alignment of HKSSC programmes and actions
 - VCoC is deemed as a high barrier and not actionable by members
 - Possible to engage NGOs such as Hong Kong Federation of Restaurants
 - Role of HKSSC in wider seafood space
 - HKSSC membership
 - Consultant recommendation: For businesses to join, they need to show there are industry drivers
 - Consultant recommendation: Propose to set up new membership structure to encourage membership structure
 - Feedback by Steering Committee
 - The small sample engaged may not be representative of membership
 - Need to ensure members read the VCoC
 - The VCoC is a tool and guide for them to achieve more sustainably sourced seafood, rather than a mandatory item



- The coalition is to be “industry-led”, and perhaps the message has not communicated well to them
- More member participation, and methods to improve this would be welcomed
- Action: Steering Committee to share written feedback and questions within a week
- Action: Consultant to provide answers and continue to engage other members

2. Member meeting

- 5 Member responses to date; preference is for Wed 22 July.
 - Consider conducting meeting online but offering option for in-person meeting for members who are able and willing.
- Secretariat shared tentative meeting agenda
- Suggestion to provide options to members regarding app-based communications (WhatsApp is popular in Hong Kong)
- Potential to invite more members to the Steering committee
- Action:
 - Secretariat to share updated Terms of Reference with Members before meeting for approval during member meeting
 - Secretariat to provide PPT slide template to new members and ask them to introduce themselves
 - Secretariat to revise agenda to include time for member activity that supports consultant engagement, or addresses HKSSC needs based on consultant engagement

3. Webinars

- Training webinar now available on member portal
- 8 registered for Social issues in seafood supply chains webinar (29 June)
- Action:
 - Secretariat to reshare LinkedIn post via ELEVATE LinkedIn account

Due to extended sharing by external consultants, remaining agenda items were delayed until next SC meeting (7 July).