



Steering Committee Minutes

Date: 7th July 2020

Location: Skype

Attendees:

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

Agenda:

1. Member meeting
 1. Response
 2. Agenda
 3. TPB involvement
2. Commitment letter progress
3. Webinars
4. Working Group updates
5. Member support tool returned
6. Agriculture, Fisheries and Conservation Department
7. ToR

Summary of discussion:

1. Member meeting
 - Arrangements of member meeting (online and in-person attendees)
 - Discussion on the meeting channel options; some members cannot join online due to company internet security policy
 - Confirm member meeting agenda
 - Important to bring up the message and purpose of the meeting in the beginning
 - Letter of commitments push towards the end of the meeting
 - Project sharing session to be decided
 - Steering Committee to call with third-party consultant to discuss and confirm the progress and focus of their works, as well as the format of sharing
 - Sharing of member support tools, corporate seafood policy, working group updates, etc.
 - Working groups position/works recap and brainstorm for H2
 - Third-party consultant of risk assessment focus group will join the member meeting to give updates
 - Confirm Whatsapp as the communication channel going forward
 - Action: Secretariat to follow up with the remaining members and decide the channel for online meeting



- Action: Secretariat and select SC members to engage external consultant to determine progress on member engagement and activity for member meeting
- Action: Secretariat to draft the deck for member meeting
- Action: TA to invite RS Standards to join member meeting to present on risk profiles and website design and launch date

Outstanding items from last meeting

2. Update on commitment letters progress
 - Deadline of commitment letter return has passed (end of June)
 - Important to get the signed commitment (4 outstanding), then
 - Review of targets to get members share their targeted scope to assess, and challenges
 - Action: Secretariat to review commitments letters, and add slide to member meeting deck
 - Action: Secretariat to check with the member with “verbally confirmed” status, and Steering Committee and Technical Adviser to follow-up with members who have not returned the letter (escalate)
3. Webinars updates
 - Details of last webinars on seafood supply chain issues
 - The webinars are useful tools for recruitment. However, member participation is not high
 - Action: Secretariat to share link to recording with Members and speakers
4. Working groups
 - Updates to be shared in member meeting and suggested course of actions to be elicited
5. Member support tool
 - One member filled in and returned the old member support tool
 - Get members’ feedback in member meeting re. use of tool and challenges
6. Next Steering Committee meeting



- Discuss ACFD's new ordinance including what was the drive rfor introducing new licensing regulations (toothfish) and the implication(s) of it