



Steering Committee Minutes

Date: 02 February 2021

Location: Microsoft Teams

Attendees:

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

Agenda:

1. Member meeting recap
2. Interim fees
3. WGs
4. Webinar
5. GDST

Summary of discussion:

1. Member meeting recap

- Secretariat provided a recap of the outputs and outcomes from the member meeting
 - Discussion on the strategy roadmap shared by TPB
 - Vice-chairman position remains open
 - Members agreed to add two additional informal online meetings
 - Continue to organise webinars; members agreed to introduce Cantonese webinars
 - Chinese local company engagement working group will be set up
- For potential member recruitment, there is a strong sense and awareness for school catering companies to pay attention to sustainable seafood
 - Technical Advisor raised that HKSSC might open to experts / teachers from local schools to join the Steering Committee, as a way of expanding the school network and educating
 - George to be in touch with school association

2. Interim fees

- 3 members open to beginning to pay; 4 members need to check in eternally
- This will be raised again in the next member meeting to get approval
- Members might not be in a position to make the decision, hence the hesitation



- Secretariat / other Steering Committee members to get in touch with other members to discuss the funding issue

3. WGs

- Sustainability Assessment
 - Lead: Ben
 - Members: Cesar
 - Staffer: Jacqui
- Marketplace
 - Lead: George Woodman
 - Members: Joshua, Makiko, Cesar
 - Staffer: Aaron
- Branding and communications
 - Lead: Claire
 - Members: Rozenn, Makiko
 - Staffer: Aaron / Katie
- Local Chinese company engagement
 - Lead: Stan
 - Members: Makiko, Ben
 - Staffer: Ivan
- Sophie is interested to join the branding and communications
- Secretariat will outline the latest structure of the working groups
- “Branding and communications” will be renamed as “**Outreach and Communications**”, and there are two streams: one on English side and one on Cantonese outreach
- By next Steering Committee meeting, each working groups will come back with the action plan for the coming year
- Each working group to nominate a member as the representative to report back to the Steering Committee

4. Webinar

- Technical Advisor gave an update on the upcoming Cantonese webinar, date depends on a speaker’s availability
 - Speakers will be from Choose Right Today, Mandarin Oriental, AFCD
 - Proposed date 23rd February, 4pm HKT

5. GDST



- Chairman shared the details of the call with GDST
 - The endorsement of GDST does not oblige any member to fulfill the responsibility, more like a symbolic thing
 - GDST can support the HKSSC in many ways, including development of materials in different languages, supporting tools, implementation supports, etc.
- Secretariat suggested that organising a webinar to introduce GDST to members formally
- Secretariat to write an email to members regarding the endorsement for GDST

6. Others

- Admin
 - Technical Advisor to communicate with TPB regarding making changes to VCoC
 - TPB to come back with final report on 19th February 2021
- Recruitment
 - Recently reached out to ALDI, Metro, Walmart, Disney
 - Pending TPB suggestions to reach out to potential members
- Member meeting feedback
 - Confirmation on sending the survey to collect feedback from members
 - To delete the question on membership fees until we have new information
- Key dates in 2021
 - First interim meeting: 13th April 2021
 - Next member meeting: 27th July 2021
 - Second interim meeting: 14th September 2021