

North Western Inshore Fisheries and Conservation Authority

Technical, Science and Byelaw (TSB) Sub-Committee

Terms of Reference

May 2011

1. Constitution

The North Western Inshore Fisheries and Conservation Authority ("NWIFCA") has established a Sub-Committee that shall be known as the Technical, Science and Byelaw Sub-Committee ("Sub-Committee"). This Sub-Committee shall have no other powers other than those stated in the Terms of Reference.

2. Terms of Reference

a) Purpose

The Sub-Committee is established to review and work upon areas relevant to its remit; to provide advice to the NWIFCA as instructed and to use its delegated authority to make decisions on technical, scientific and byelaw related matters.

b) Objectives

- i. To scrutinise the annual NWIFCA work plan and identify areas relevant to the Sub-Committee's interests which are Technical, Scientific or Byelaw related.
- ii. To further work of a Technical, Scientific or Byelaw related nature to meet the IFCA's Success Criteria and High Level Objectives.
- iii. To consider and review all available evidence to advise on management measures regarding sea fisheries resources and conservation objectives.
- iv. To maintain awareness of new legislation and its effects on the management of sea fisheries resources and conservation objectives within the NWIFCA District.
- v. To review MoU's with key partners, in respect of Technical, Scientific and Byelaw related matters.
- vi. To advise Committees of marine protected areas within NWIFCA District, (SAC, SPA, MCZ) on management and enforcement.

3. Membership

- i. Members of the Sub-Committee shall be nominated each year by the NWIFCA at the Annual meeting.
- ii. The Chairman and Vice-Chairman of the NWIFCA shall be ex-officio members of the Sub-Committee following the NWIFCA Standing Orders.

- iii. Any member of the NWIFCA can attend the Sub-Committee and contribute to discussions if they have an interest in the matters being considered. Members must inform the Clerk of their intention to attend prior to the meeting.

4. Accountability and Reporting Arrangements

- i. Members are required to declare personal and financial interests in any issues arising at the meeting.
- ii. A verbal or written report of each meeting shall be presented to the subsequent full meeting of the Authority.
- iii. Minutes of each meeting will be presented for approval at the subsequent full meeting of the Sub-Committee.
- iv. Meetings are open to the public unless closed in part or in full by resolution of the Chairman, Vice-Chairman and Chief Officer. Anyone wishing to attend must inform the Clerk 1 week in advance of the meeting. Members of the public may be permitted to speak with the prior agreement of the Chairman. They shall not be permitted to vote.

5. Frequency

- i. The Sub-Committee shall meet quarterly, ideally approximately 4 weeks prior to the main NWIFCA meetings.
- ii. Additional meetings may be arranged when required by resolution of at least 3 members.
- iii. Members may be consulted via electronic format for urgent decisions.

6. Authority

- i. The Sub-Committee is authorised by NWIFCA to investigate and discuss any matter which is relevant to its Terms of Reference.
- ii. The Sub-Committee will be instructed by NWIFCA and hold delegated powers to make decisions on behalf of the NWIFCA.
- iii. The Sub-Committee is authorised to make working parties as necessary to fulfil its responsibilities. The Sub-Committee is accountable for any working party made and cannot delegate power unless expressly authorised by NWIFCA.

7. Monitoring Effectiveness

- i. Early in each year the Sub-Committee should establish a work programme which reflects its accountabilities and responsibilities.
- ii. The Sub-Committee shall review annually the extent to which its Terms of Reference, Objectives and work programme have been met for the previous year.

8. Other Matters

Officers will provide the secretariat to the committee. Minutes of meetings will be recorded. Agendas and papers should generally be issued to members 1 week prior to the meeting and posted on the Authority's website. In exceptional urgent circumstances late papers may be tabled. Failure to publish papers does not limit consideration by the Sub-Committee.