

JUNE 2018

Terms of Reference for Shellfish Classification and Monitoring Industry Forum (SCMIF)

1. Purpose

The subject matter for discussion in this group are official and food business operator controls in relation to the bivalve shellfish sector which is subject to classification and monitoring by FSS. Scallop and other non-classified fisheries are not covered within the remit of this forum. The SCMIF is responsible for:

- Ensuring food safety priorities remain the focus of controls applied throughout the food chain;
- Encouraging opportunity for joint working between industry stakeholders and FSS
- Providing Industry viewpoint to help shape policy and delivery
- Identifying opportunities for efficiencies in the FSS monitoring programme
- Identifying opportunities for improving flexibilities within programme for food businesses
- Reviewing impact of any changes and associated benefits / dis-benefits
- Considering operational and other relevant risks and impacts from implementing legislative or policy changes.
- Recognising and understanding the differences between classified shellfish sectors (e.g. aquaculture and wild catch); tailoring sector specific solutions where appropriate

2. Membership

The SCMIF members are:

- FSS Head of Strategy and Policy - Elspeth Macdonald (Chair)
- FSS Head of Operational Delivery - Sandy McDougall
- FSS Operations Manager - Caroline Thomson
- FSS Operations Shellfish contracts - Lynn Robertson
- FSS Shellfish Review lead - Jennifer Howie
- FSS Shellfish Policy lead - Josep Campins
- FSS Food Protection Science and Surveillance Branch Shellfish - Kelly White
- FSS Food Protection Science and Surveillance Branch Shellfish lead - Kasia Kazimierczak

+ Amy Mills/Karen Cassidy - Secretariat.

A biography of FSS forum members is attached at Annex A:

Aquaculture sector:

- Association of Scottish Shellfish Growers - Nick Lake (CEO); David Attwood, Production Director, Loch Fyne Oysters
- Seafood Shetland - Ruth Henderson (CEO); Kenny Pottinger (Chair, Seafood Shetland)
- Seafish - TBC

- Scottish Shellfish Marketing Group (SSMG) - Stephen Cameron (MD); Michael Tait (Chairman)

Wild catch sector

- Foster Gault/Mike Park - Scottish White Fish Producers Association Ltd
- Malcolm Morrison - (Fisheries Policy Officer) Scottish Fishermen's Federation
- Michael Maccorquodale and Michael Crowe Coastal Diving and Marine Services Ltd (razors).

Scottish Government

- *Jill Barber/ Jeff Gibbons - Aquaculture Unit*

3. Meetings

Meetings are typically to be held 2 times per year. At each meeting, the members will:

- Approve the record of the previous meeting
- Review and assess progress of actions
- Discuss areas of common interest or concern and issues arising
- Consider opportunities for streamlining processes or systems and particularly for partnership working

4. Additional Information

- Any sector specific actions or meetings arranged separately involving FSS will report back to this group.

5. Review

- Terms of Reference will be reviewed at least on an annual basis

6. Publication of minutes etc

- ToRs/minutes will be published on the FSS website

Annex A: FSS Biography

1. Elspeth MacDonald - Chair, FSS Shellfish Classification and Monitoring Forum

Elspeth is Deputy Chief Executive for FSS and acts as Senior Responsible Officer for the FSS Shellfish Review which has been set out in the following papers: [insert Board paper links].

Tel: 01224 285102 E.mail: Elspeth.macdonald@fss.scot

2. Sandy McDougall - Head of Operational Delivery

Sandy has overall responsibility for the delivery of the Scottish shellfish monitoring programme and the associated contractual arrangements and budget. He is also responsible for the delivery of Official Controls in all FSS approved establishments in Scotland through a team of vets and meat hygiene inspectors. Tel 07776 172160 sandy.mcdougall@fss.scot

3 Caroline Thomson - Operations Manager

Caroline is employed in the Operational Delivery Branch and has overarching responsibility for the classification and monitoring of Scottish shellfish harvesting areas which includes the service level agreements (SLAs) and contracts relating to shellfish official controls. Caroline also manages a team dealing with the administration of approvals of meat establishments and the SLAs and contracts relating to the delivery of official controls including meat.

Tel: 01224 288378 E.mail: Caroline.Thomson@fss.scot

4 Lynn Robertson - Contracts Co-ordinator

Lynn has recently joined Caroline in the Operational Delivery Branch as the co-ordinator for service level agreements (SLAs) and contracts relating to shellfish official controls.

5. Dr Kasia Kazimierczak - Senior Scientific Advisor

Kasia works in Food Protection Science and Surveillance Branch. She leads a multidisciplinary team of scientists with a remit covering scientific and technical matters in relation to shellfish hygiene, food authenticity, allergens, chemical safety and surveillance.

Tel: 01224 285111 E.mail: Kasia.Kazimierczak@fss.scot

6. Kelly White - Scientific Advisor

Kelly works in Food Protection Science and Surveillance Branch. Her remit covers scientific and technical matters relating to shellfish classification, biotoxins and chemical contaminants in the marine environment. Kelly is also the FSS contact for the EU baseline survey of Norovirus in oysters.

Tel: 01224 285136 E.mail: Kelly.White@fss.scot

7. Jennifer Howie - Shellfish Review Programme Manager

Jenny is a Senior Policy Advisor within the Regulatory Policy Branch with a remit covering regulatory matters in relation to products of animal origin (inc fish and shellfish) as well as general hygiene matters. Jenny currently manages the FSS Shellfish Review as Programme Manager.

Tel: 01224 285157 E.mail: Jennifer.howie@fss.scot

8. Josep Campins - Policy Advisor, shellfish

Josep works in the Regulatory Policy Branch and has specific policy responsibility for fish and shellfish, chemical contaminants, as well as import and export matters.

Tel: 01224 285198 E. mail josep.campins@fss.scot

9. Amy Mills - SCMIF Secretariat

Amy currently provides support to the Operations delivery team and will shortly be taking on a new position in FSS Private Office.