
Terms of Reference

Section Detail Reports Review v1.1

15th January, 2017

Background

The purpose of the OpenSeas programme is to deliver the single most timely, relevant, comprehensive and credible information source about the environmental, social and production credentials of New Zealand seafood. In achieving this purpose, the programme is guided by principles of credibility, transparency accuracy and objectivity (see Annex1).

To ensure information is fit for purpose within the programme, Section Detail Reports are written by subject matter experts and are used to generate content and information for the OpenSeas programme.

Purpose

The purpose of the OpenSeas review process is to subject the Section Detail Reports to scrutiny by regulators and/or other relevant experts in the section under consideration. The process is designed to prevent the programme from disseminating irrelevant findings, unwarranted claims, unacceptable interpretations, and personal views. It relies on public and private expertise to make an informed decision about the legitimacy of information being presented in the programme. The review process is integral to meeting the principles of credibility and objectivity within the programme.

Selection

Reviews will be determined by the Programme Director. It is expected that a single reviewer provides a leading role in the review process but is not required to operate in isolation. The reviewer may consult organisational colleagues, as required, recognising this will depend on the subject area and particular individuals involved. The reviewer is responsible for making this determination and does not need to seek approval from the Programme Director.

Expertise and personal characteristics

The reviewer, with support from organisational colleagues, should have the following expertise;

- Subject matter expertise in the section under consideration;
- Technical expertise in relevant guidelines, standards and/or global best practice relating to the section under consideration;
- Recent working knowledge of sector issues;
- Where applicable, strong working knowledge of on water operations relating to the section under consideration; and/or
- Where applicable, strong working knowledge of off water operations relating to the section under consideration.

Reviewers should also have the following personal characteristics;

- Credibility and integrity;
- Ability to work together with the report author;
- Ability to engage colleagues for support, where required;
- A commitment to programme purpose and principles (Annex B); and
- Availability and time to participate fully in the peer review process.

Responsibilities

The reviewer is responsible for;

- Providing an honest and constructive assessment of the report;
- Maintaining at all times the focus of their work on the agreed scope and outcomes;
- Treating the report author and report with respect;
- Recusing themselves where they have a bias or unmanageable conflict of interest with the report or its author; and
- Providing timely reviews and responses so as to not hold up activities of the author or programme.

The reviewer can expect;

- That the report author will provide complete, accurate and meaningful information and responses in a timely manner;
- To be given reasonable time to complete the review;
- To be alerted to potential risks and issues that could impact on their review, as they arise;
- Acknowledgement for their contribution and expertise; and
- Open and honest access to the Programme Director at all times.

Scope

The scope of the review includes;

- Analysis of the strengths and weaknesses of the report as it relates to the four key elements and scope of the section;
- Suggestions on how to make the report more complete, relevant, and readable;
- Identification of any factual errors, irrelevant findings, unwarranted claims, unacceptable interpretations, and personal views;
- Specific questions for the report author to address to make any revision of the manuscript acceptable and useful to the intended audience; and
- Any other relevant considerations mutually agreed between the Programme Director, report author and reviewer.

Note: Whenever possible, complete citations should be provided for corrections, additions or omissions.

Management

The Programme Director is responsible for managing reviews.

Report ownership

The report author owns the Section Detail Report and retains final responsibility for the report content.

Contractual relationship

For the avoidance of doubt, the relationship of the parties involved in reviews is not one of legal partnership, joint venture or endorsement. The parties are in no way legally bound. Should the parties wish to work together more formally, the entering into of any such agreement or arrangement will be subject to a separate legally binding document.

Participation in the review process does not assign or entitle ownership, rights, responsibilities or any other obligations to the programme on behalf of the reviewer or organisation. The reviewer and/or organisation may promote, explain or protect their role as reviewers within the programme, but are not under any obligation to do so.

Costs

Reviewers, and their organisation, will be willing to lend their time and /or expertise without expectation of remuneration. As a principle, costs will be kept to a minimum, and low cost meeting options (e.g. video/phone conferencing with the report author) will be considered as a priority.

Intellectual property and confidentiality

All documentation and discussions resulting from the review process will be considered confidential, unless approved otherwise by the OpenSeas Programme Director.

Final versions of all documentation for and by the reviewer will be stored electronically by the programme in a central location. All reviewers are expected to maintain appropriate security and access to programme documentation within their

control.

All intellectual property created through the programme belongs to the programme and cannot be used by individuals or organisations for any purpose without prior written consent from the programme.

Dispute resolution

Any dispute concerning the subject matter of report is to be settled by full and frank discussion between the parties.

Review

These Terms of Reference may be amended, varied or modified by the OpenSeas Programme Director.

Annex 1. OpenSeas Purpose and Guiding Principles

The purpose of the OpenSeas programme is to deliver the single most timely, relevant, comprehensive and credible information source about the environmental, social and production credentials of New Zealand seafood.

In doing so, the programme is guided by the following principles;

- Transparency** Operate in a visible, predictable and understandable way so that it is easy for others to see what actions are performed and how results are generated.
- Credibility** Demonstrate performance and outcomes deserving of trust.
- Adaptability** Adjust readily to a diversity of applications (uses, markets and products), as well as growth and improvements over time.
- Efficiency** Deliver programme outcomes and operations economically, competently and effectively.
- Relevance** Connect information to the programme objectives, scope and application.
- Accuracy** Ensure inputs and outputs are sufficiently true and precise.
- Objectivity** Avoid bias and conflict of interest that reduce the accuracy or credibility of the programme.
- Responsibility** Govern, control and be answerable for the activities and outcomes of the programme.