



Regional Recreational Fishing Forums

Terms of Reference

1. Purpose

Regional Recreational Fishing Forums provide formal engagement opportunities between the Ministry for Primary Industries (MPI) and the recreational sector. The forum engagements are aimed at:

- i. Securing beneficial input from the recreational sector into fisheries management decision making processes, in particular into operational fisheries planning processes; and,
- ii. Growing the capacity of both MPI staff and recreational forum members to assist effective management of New Zealand's recreational fisheries.

2. Scope

- i. Forums will focus on the management of inshore recreational fisheries.
- ii. The forums will not spend time on issues that do not have significant impact on recreational fisheries (for example, management of many deepwater fisheries, customary kaitiaki gazetting, etc).
- iii. Recreational fishing forums will not be used as a substitute for statutory consultation.

3. Deliverables

The forums will be responsible for:

- i. Contributing to key MPI fisheries management processes, in particular to operational Fisheries Plan processes.
- ii. Sharing information on recreational fisheries, fishstocks and fisheries management.
- iii. Disseminating information to constituencies, and representing the views of their constituencies, on fisheries management issues.
- iv. Developing and delivering fisheries management services, where appropriate.

4. Governance

MPI will:

- i. Chair forum meetings.
- ii. Provide administrative support to forums, including: organise meetings, prepare meeting agendas, organise travel and accommodation, draft meeting minutes and manage forum documents.
- iii. Provide information and other resources where necessary to ensure that forum members are able to effectively participate and contribute to the functions of the forums.
- iv. Ensure the forums are kept up to date on relevant MPI activities and issues.

5. Administration

- i. The reasonable travel and accommodation expenses of members will be met; however, no meeting fees will be paid.
- ii. A regional MPI co-ordinator will be assigned to each forum and will be responsible for administrative duties and technical support of the forums.
- iii. A national MPI co-ordinator will be assigned and will be responsible for the overall management and operation of the forums across all FMAs.

6. Decision making

- i. When the forum is providing input into fisheries management processes, the aim of the forum is to reach an agreed position. Where agreement cannot be reached, alternative options can be put forward. Alternatively, the forum can choose not to make a recommendation in that instance.
- ii. A quorum will be reached when the Chair and three or more other participants are present. In the absence of a quorum, the Chair may decide to proceed as a sub-group, with outcomes circulated by email to absent members for their input or taken forward to the next meeting at which a quorum is formed.
- iii. As noted, forums are not substitutes for statutory consultation. Forums, organisations represented on forums, and individual forum members, can (and are encouraged to) make submissions to statutory consultation processes. MPI staff will not draft or complete submissions on behalf of a forum, organisation or individual, however.
- iv. The responsibility for providing advice and making statutory fisheries management decisions remains with MPI and the Minister for Primary Industries, respectively.

7. Membership

- i. Membership of the forums will be limited to 8-10 members.
- ii. Members will be appointed by MPI on the basis of their ability to represent the views of the recreational sector (mandated representatives of recreational fishing organisations will be given preference), their knowledge of recreational fisheries, fishstocks, and fishing methods, and their capacity to engage on fisheries management issues. Other issues such as coverage of the geographical region, the region's recreational fishing organisations, and the region's fisheries will also be considered.
- iii. MPI will consider all applications for membership on the forums and may also approach appropriate individuals or organisations to seek applicants.
- iv. Membership of the forums will be reviewed by MPI every two years.
- v. Members who do not act in accordance with the Terms of Reference may be removed from the forum at the discretion of MPI.

8. Communication

- i. MPI co-ordinators will be responsible for maintaining communication with forum members. Meeting agendas, minutes and other relevant documents will be circulated to forum members via email and MPI websites.
- ii. MPI and forum members commit to maintaining confidentiality of discussions and deliberations to ensure the frank and open exchange of views (unless otherwise agreed in advance, and subject to the constraints of the Official Information Act).

- iii. Any communication of the forum through media and the internet will be through prior agreement (majority consensus) of the forum (i.e. articles and statements will be circulated for sign-off by forum members and MPI (as a member of the forum) prior to publication).
- iv. Individual forum members cannot speak for the forum without the prior approval of the forum. However, this does not prevent forum members making personal statements or statements on behalf of organisations they represent in the media.

9. Ground rules

The ground rules for participation in forums are:

- i. Commitment to participation;
- ii. Commitment to follow-up on agreements and complete tasks;
- iii. Commitment to engage constructively;
- iv. Willingness to negotiate and work to build consensus in order to achieve meeting objectives;
- v. Respect for the views of others;
- vi. Willingness to show leadership.