



## **BSS Advisory Committee (BSSAC) – Members’ Code**

### **A. About this document**

This BSSAC Members’ Code<sup>1</sup> document is for BSSAC members and anyone who may be interested in the work of the committee. It should be read in conjunction with the other documents highlighted.

### **B. Member’s role**

The role of members of BSSAC is to:

1. contribute their knowledge and experience to the committee’s activities;
2. represent the interests, aspirations and concerns of their respective member organisation and customer group;
3. maintain links with their respective member organisation and seek guidance from the member organisation on specific issues as and when required.

### **C. Members are expected to:**

1. support and uphold the principles of the BSS as published in the Navigation Authority Agreement;
2. act in good faith with due diligence and vigilance, with a view to ensuring that their contribution to the committee’s work is open and honest, free from commercial bias and consistent with the principles set out in the committee Terms of Reference;
3. maintain links with their respective member organisation and seek guidance from the member organisation on specific issues as an when required;
4. raise matters relevant to the impact and operation of the BSS of concern to their member organisation by making them known through the BSSAC Chair or by raising them through Any Other Business at meetings;
5. strive to achieve committee consensus in support of decision-making and recommendations that are effective and balance the responsibilities and needs, and meet the expectations of the various customer groups;
6. participate in the committee’s work by attending meetings as often as is possible and respond in a timely manner to electronic communications requiring views;
7. be able to organise a substitute to attend in their place, if attendance at a meeting is not possible. Any substitute must be communicated to, and agreed by BSSAC Chair through the BSS Secretariat prior to the meeting;
8. participate in Sub-groups of BSSAC to support development of committee decisions and recommendations;

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<sup>1</sup> The term ‘members’ throughout this document refers to member organisation representatives.

9. be able and willing to use electronic tools that are made available to facilitate the committee's work;
10. receive training in the BSS Risk Management Process and the BSSAC role within it;
11. make a formal declaration to the BSSAC Chair if any matter arises that could be judged to be a conflict of interest<sup>2</sup>;
12. upon joining the committee, provide a brief summary of their experience and interests (i.e. whether a boat owner, BSS practitioner or boat broker, etc.) and agree to this being shared with all BSS committee members.

#### **D. Members can expect:**

1. courteous and open-minded treatment by committee members;
2. their views to be duly considered and respected;
3. to rely on their fellow committee members' active participation and commitment and on their constructive approach to removing obstacles to progress and achieving consensus.

#### **E. Ensuring adherence to this code**

Any BSSAC member or member organisation, harbouring a cause for concern about a failure to meet the principles outlined in this code, including the treatment of members or the questioning of processes by which BSSAC decisions and recommendations are developed, should make their concerns known to the BSSAC Chair.

The BSSAC Chair will investigate and report to the BSS Management Committee (BSSMC) Chair.

In the event the BSSAC Chair is concerned that a specific BSSAC member is not meeting the expectations as set out in Section C above, the shortfall will be brought to the attention of the member concerned through the BSS Secretariat. If the shortfall persists the BSSAC Chair will instruct the BSS Secretariat to contact the relevant member organisation to seek an alternative representative. In the event no progress is achieved within a reasonable timeframe, the BSSAC Chair will report the matter to the BSSMC Chair.

The BSSMC reserves the right to:

1. suspend or remove a member organisation representative or member organisation for any breach of the principles outlined in this code and that is deemed to undermine BSSAC's work or reputation;
2. oversee a review of the process by which a specific BSSAC decision or recommendation was developed.

#### **F. Review of this BSSAC Members' Code**

This code is subject for review five years from the date of publication or sooner if BSSMC determine a review necessary.

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<sup>2</sup> 'conflict of interest' - situation in which, because of other activities or relationships, transparent and effective representation of the interests, aspirations and concerns of their respective member organisations or customer group, is or could be compromised.