



## **Terms of Reference for the SEA Alliance Change on the Water Funding Allocation Panel**

### **Background to the SEA Alliance Change on the Water Fund**

In 2021 the SEA Alliance received funding from the Packard Foundation to increase industry leadership and SEA Alliance member alignment in addressing human rights risks in seafood supply chains.

Part of the funding from this grant was allocated to seed fund the “Change on the Water Fund” – a fund aiming to accelerate change at fishery and aquaculture farm level by supporting improvements that help ensure the human rights of seafood workers are protected and respected. Through the fund we are aiming to:

- Pilot a collaborative model for addressing human rights issues that acknowledges shared responsibility for supply chain human rights issues;
- Share learning on the level of success of different approaches with a view to encouraging uptake of replicable and scalable approaches;
- Explore (and, where possible, develop) common indicators for measuring change and impact.

The Fund aims to complement and learn from the other three workstreams in the SEA Alliance three-year workplan – Governance; Human Rights Due Diligence; and Advocacy and Engagement. The long-term aim is to scale up this Fund through further donor grants and SEA Alliance member funding.

### **Purpose of the Change on the Water Fund Allocation Panel**

To review, assess and make funding decisions on grant applications submitted to the SEA Alliance, based on the Change on the Water Fund Eligibility and Assessment Criteria.

### **Responsibilities of the Change on the Water Fund Allocation Panel**

- Provide objective recommendations based on the selection criteria outlined in the Change on the Water Fund Eligibility and Assessment Criteria.
- Adhere to the principles outlined in this Terms of Reference, as well as the SEA Alliance Terms of Reference and the Membership Information document.
- Full declaration of any conflict of interest.
- Maintain privacy and confidentiality of Change on the Water Fund applicants at all times. Members of the Panel are not to discuss or disclose the content of applications to the Fund with any third party, or outside of the Fund panel process.
- Complete assessment within the designated time-frame.
- Review applications and supporting documents to gain a good understanding of both the projects seeking funding, and the Change on the Water Fund Eligibility and Assessment Criteria, prior to the Panel meeting.
- Attendance at Change on the Water Fund Allocation Panel meeting.

### **Change on the Water Fund Allocation Panel membership**

The Fund Panel consists of four SEA Alliance members, and the Head of the SEA Alliance, as co-ordinator. Two members of the Fund Allocation Panel should be members of the SEA Alliance Steering Committee. One of the four panel members will be nominated as Chair.

SEA Alliance members are invited to participate in the Fund Panel by the Steering Committee, with recognition of the need to reflect the perspectives of the different SEA Alliance companies as much as possible.



### **Funding application assessment process and decision making**

1. Applications received and assessed for eligibility by the Head of the SEA Alliance as set out in the Eligibility and Assessment Criteria.
2. Summary of applications provided to all panel members, along with full application forms and supporting documents for assessment.
3. Panel members convene on a specified date to assess applications and make funding allocation decisions.
5. Grant agreement finalised between Seafish (on behalf of the SEA Alliance) and the lead applicant for the grant.

### **Conflicts of interest and management of applications**

Fund Panel members cannot assess or be involved in discussions about applications they are associated with. The following process has been developed to manage situations where Fund Panel members are involved in applications submitted:

- Any direct or indirect association must be declared when applications are received.
- Where there is a conflict of interest, the panel member will recuse themselves and the remaining three panel members will make decisions on the application. Where more than one panel member has a conflict of interest the first will be replaced by the Head of the SEA Alliance, others will be replaced by another SC member. A quorum of three is required to make decisions on applications

The Head of the SEA Alliance's role is to support the Fund Panel through the organisation of applications, reports, communication to applicants and the SEA Alliance participating companies, collating learning and the contents for the annual report. The Head of the SEA Alliance does not have a decision-making role on the allocation of the Fund unless a panel member has a conflict of interest and is unable to review specific applications.

Any other potential conflict of interest should be notified to the Chair of the panel at the earliest opportunity so this can be reviewed and satisfactorily addressed.

### **Panel Transparency/Accountability**

For transparency a list of all projects supported and funding allocated will be shared with SEA Alliance members. The use of the Fund is accounted for in the SEA Alliance annual financial reports, without providing specific information on the location or fishery where projects are implemented.

For accountability the Fund Panel will report on impacts and learnings from the Fund in the SEA Alliance annual report including case studies. All company names or other identifying factors will be anonymised in this external report. Where anonymity is not possible, applicants must note this on their application.