

DECEMBER 2024

SeaBOS roles and responsibilities

SeaBOS Fundraising Foundation Board members

A Foundation established in Stockholm, Sweden with an independent Board of Directors including science (2 Directors), industry (2 Directors), and external members (1 Director).

The Board has financial and strategic responsibility for the initiative, employs the Secretariat, stewards resources, and facilitates strategic exchange amongst the secretariat, science team leadership, and CEOs.

Main roles:

- Strategic inputs and direction
- Annual and audit reporting (fiscal responsibility)
- Governance and corporate oversight of SeaBOS
- Extension of learnings and stewardship
- Employment of Managing Director
- Chair participates in regular (approximately monthly) meetings via zoom with Managing Director, Chair, and Vice-Chair of SeaBOS Association

The estimated time commitment for a Director would be less than 1 hour a week which includes attending up to two virtual (zoom) Board meetings of 1 hour length during the year, and 1 in-person meeting following the October Keystone Dialogue (3 days meeting including travel).

Costs of attending the SeaBOS meetings are paid by the science team for science Directors, by the relevant seafood company for industry Directors, and by SeaBOS Fundraising Foundation for the external Director. The annual October meetings alternate between Europe and Asia/Pacific.

Keystone Actor, Keystone Founder, or Associate member

(a seafood company in the SeaBOS Association represented by one of its President, CEO, or COO)

Main roles:

- Provide sufficient resources within their company for SeaBOS activities, including for high level executives to participate on, or lead, Task Forces and Keystone Projects
- Promote SeaBOS within the company, subsidiaries, and externally
- Support actions to promote ocean stewardship
- Demonstrate to other SeaBOS members the progress of their company towards meeting commitments such as time bound goals, Keystone Project undertakings etc.
- Active engagement with science, and colleagues.
- Attendance and inputs at annual October Keystone Dialogues (generally 3 days including travel)
- Ensure timely payment of membership contributions to the SeaBOS Fundraising Foundation and any Special Levies that may be agreed upon.
- Optional to become a CEO Sponsor of a Task Force to work with the Task Force leaders and help improve strategic direction of that Task Force element.
- Rotational meeting hosts for Keystone Dialogue (annual meeting of two nights and 2 days, for approximately 50 people). Each year, the Keystone Dialogue is hosted either in Europe/ USA or Asia/Oceania with alternating years. For example, the 2024 Keystone Dialogue will be held in France, co-hosted by Cargill Aqua Nutrition and Cermaq. The 2025 Keystone Dialogue will be held in Japan, co-hosted by Maruha Nichiro and Nissui.

Costs for companies hosting the Keystone Dialogue include:

- Meeting room charges and audio-visual costs
- Welcome dinner and drinks costs
- Organisation of venue arrangements with Secretariat assistance
- Voluntary side activities

SeaBOS Fundraising Foundation will cover the costs of:

- Japanese/English interpreters shared equally with the Japan companies
- Korean/English interpreters shared equally with Korean company
- Attendance of competition lawyer/s at the Keystone Dialogue and associated meetings
- Lunches, morning and afternoon breaks
- One dinner reception
- Meeting papers.

All accommodation and associated costs for participants attending the annual Keystone Dialogues are covered by individual participants (either company, science, or secretariat).

SeaBOS Association

An Association between SeaBOS companies with Members at CEO, COO, or President level only, to promote actions to achieve a healthy ocean, and a sustainable fishing and aquaculture industry.

The SeaBOS Association creates a shared culture of expectations across members, and provides encouragement, support, and continuity across the companies, as well as recommendations to the Fundraising Foundation on activities and finances. The Association provides financial contributions to the SeaBOS Fundraising Foundation, and member executives are involved with Task Forces, Keystone Projects, and other SeaBOS activities.

Comprises a Chair, Vice Chair, and not less than two other members elected to be on the Board, from the participating President, CEO, or COO, of companies belonging to SeaBOS. Currently all eight participating SeaBOS company member President/CEO/COOs are Board members of the Association.

Main roles:

- To promote actions to achieve a healthy ocean and a sustainable fishing and aquaculture industry
- To act on the original commitments made by SeaBOS members
- To aid the SeaBOS Fundraising Foundation in the Foundation's disbursement and application of funds towards its purpose, including nominating suitable candidates for the Foundation's Board.

Specific tasks include:

- Strategic inputs and direction from companies
- Budget recommendations to the SeaBOS Foundation
- Membership contributions to the SeaBOS Foundation
- Project recommendations, Task Force activities, Keystone Project activities

There is a rotational Chair and Vice-Chair system, where the aim is to have one of those office bearers from Asia/Oceania, and the other from Europe/USA. Positions are by election at the Annual General Meeting, with two-year terms. The Vice-Chair is encouraged to stand for the role of Chair at the expiry of their two-year term, to maintain corporate knowledge and understanding of the function of the Board and Foundation, and then a new Vice-Chair would be elected.

Estimated time commitment for a President/CEO/COO would include the three days attendance at the annual Keystone Dialogue (generally held at the start of October each year) and less than one hour per month during the year unless they are an office bearer of the Association as noted below (Chair, Vice-Chair, or New Members Selection Committee member).

Chair of SeaBOS Association

The Chair is elected from Board members of the SeaBOS Association at the Annual General Meeting of the Association, which is held during every Keystone Dialogue (in October each year).

It is a two-year position, which takes effect immediately after the Keystone Dialogue finishes. The Chair and Vice-Chair of the Association participate in regular (near-monthly) virtual meetings of up to one-hour with the Chair of the Foundation, science leader, and Managing Director.

Main roles include:

- Chair the general meetings and Annual General Meeting of the SeaBOS Association
- Chair and Vice-Chair have established short (45 minutes to one-hour) zoom meetings with their executives, along with the Chair of the SeaBOS Fundraising Foundation, the leader of the science group, Managing Director, and Director of Strategy and Partnerships. These meetings are held every four to six weeks to provide updates, and assist with smooth operation of SeaBOS activities.
- Board membership of the SeaBOS Fundraising Foundation. The Fundraising Foundation in-person Board meeting is held immediately after the Keystone Dialogue meeting finishes (to consider and confirm any recommendations such as budgets or projects for the coming year); and then again in May to receive and confirm the audit report and annual report on activities of the Fundraising Foundation.
 - o As the Fundraising Foundation is a not-for-profit Board established in Sweden, the Sweden authorities require a photo of passport details with home address of any Board members.

Estimated time commitment for the Chair role would be three hours per month, including the regular virtual meetings of with the Chair of the Association, Chair of the Fundraising Foundation, science leader, and Managing Director. Additional time would include briefing ahead of AGM and Keystone Dialogue meetings, where the Chair would coordinate the meeting, with assistance from the Managing Director.

All costs of travel and meeting attendance are to be met by the Chair's company.

Vice-Chair of SeaBOS Association

The Vice-Chair is elected from Board members of the SeaBOS Association at the Annual General Meeting of the Association, which is held during every Keystone Dialogue (in October each year).

It is a two-year position, which takes effect immediately after the Keystone Dialogue finishes, then the Vice-Chair is encouraged to stand for a further two-year term as Chair of the Association (so four years in total) to ensure there is good continuance and rotation of responsibilities and inputs amongst the CEOs.

Main roles include:

- Where the Chair is absent, the Vice-Chair shall fulfill the role of the Chairperson at any meeting of the SeaBOS Association.
- Support the Chair, science team, and secretariat to ensure good governance and smooth running of the SeaBOS Association.
- Chair and Vice-Chair have established short (45 minutes to one-hour) zoom meetings with their executives, along with the Chair of the SeaBOS Fundraising Foundation, the leader of the science group, Managing Director, and Director of Strategy and Partnerships. These meetings are held every four to six weeks.
- Board membership of the SeaBOS Fundraising Foundation. The Fundraising Foundation in-person Board meeting is held immediately after the Keystone Dialogue meeting finishes (to consider and confirm any recommendations such as budgets or projects for the coming year); and then again in May to receive and confirm the audit report and annual report on activities of the Fundraising Foundation.
 - o As the Fundraising Foundation is a not-for-profit Board established in Sweden, the Sweden authorities require a photo of passport details with home address of any Board members.

Estimated time commitment for the Vice-Chair role would be two hours per month, including the regular virtual meetings of with the Chair of the Association, Chair of the Fundraising Foundation, science leader, and Managing Director. All costs of travel and meeting attendance are to be met by the Vice-Chair's company.

Member of New Members Selection Committee

(a sub-committee of the SeaBOS Association)

Comprises at least two members of the SeaBOS Association Board, who are appointed at the Annual General Meeting.

Main roles:

- To process applications by new members
- To review new membership criteria and approaches
- To provide advice to the SeaBOS Association Board on matters relating to membership and membership categories of SeaBOS.

Specific Tasks include:

- Evaluate any membership applications against agreed criteria for recommendation to the SeaBOS Association
- Review statutes, and ensure governance requirements on membership are being met
- Connection with potential new members
- Identify mechanisms to help increase membership and thereby impact of SeaBOS

Estimated time commitment for a President/CEO/COO on the sub-committee would be less than one hour per month during the year, with meetings held by zoom.

Any costs of meetings or attendance would be met by the Member's company.

Task Forces

The Task Forces are established to develop and implement program(s) of work in line with SeaBOS commitments and agreed time bound goals. Membership is a combination of company executives and science team, with the Task Force leader coming from one of the company members.

Each member of the SeaBOS Association is expected to contribute to one or more Task Forces, in accordance with their areas of expertise.

Task Force leader's main roles:

For most Task Forces, the leader would be hosting short (up to one hour) zoom meetings once every six weeks during the year, and then have more extensive inputs and exchanges with the science team, secretariat, and other Task Force members in between and leading up to the key meetings. Both the secretariat and science team are willing and available to help, as appropriate, with all aspects of the role.

Specific Tasks include:

- Facilitate ambitious progress towards co-designed priorities, joint goals and supporting science activities
- Leverage resources of members and external partners to achieve agreed-to outcomes
- Host electronic meetings of full Task Force to review and promote strategies and priorities
- Provide opportunity for education and awareness on new programs, platform providers, and other aspects of Task Force work as appropriate
- Co-develop strategic goals with Task Force members (and inputs to the science program to support those)
- Encourage leveraging of networks of scientific expertise to support implementation
- Facilitating expansion of collaborations and partnerships
- Provide progress updates on the Task Force work for the SeaBOS Quarterly Updates.
- Input on agenda setting for the Task Force considerations at Working Meeting and Keystone Dialogue meetings.
- Present Task Force outcomes, proposals, and strategies at Working Meetings and Keystone Dialogues, and oversight preparation of summary documents/presentations with support from the secretariat and science team to capture outcomes.

The estimated time commitment for a task force leader would be 2 hours a week in addition to attending the April working meeting (three days per year including travel) and the October Keystone Dialogue (three days per year including travel).

Costs of attending the SeaBOS meetings are paid by the executive's company – the April meetings are held in Sweden, and the October meetings alternate between Europe (e.g. France in 2024) and Asia/Pacific (e.g. Japan in 2025).

For many weeks there would be no inputs required, and then there may be weeks where half a day is required for development of strategies with science team and task force members.

Task Force members' main roles:

- To work with other members of the Task Force, to help co-design and implement activities of SeaBOS through active engagement in task forces activities and meetings
- Ensure internal support for Task Force leader and science team, and help to raise awareness of SeaBOS programs through the broader SeaBOS group, as well as individual member's company employees
- Help review and improve time bound goals, and strategies
- Provide inputs on reports such as progress updates four times a year in the Quarterly Updates, and presentations to be delivered at the annual Working Meeting and Keystone Dialogue.

The estimated time commitment would be around 1 hour a week plus attending the April working meeting (three days per year including travel) and the October Keystone Dialogue (three days per year including travel) where company CEOs deem that appropriate.

Costs of attending the SeaBOS meetings are paid by the executive's company – the April meetings are held in Sweden each year, and the October meetings alternate between Europe and Asia/Pacific.

Keystone Projects

The Keystone projects are specifically designed to be short, time-bound projects of work that can deliver impact and outcomes in areas of SeaBOS commitments and activities. They have a shorter time span and more focused work program than the Task Forces, and a key goal is to deliver operational, on-the-ground, impacts following the more strategic and planning work of a Task Force on issues. Membership of the project group is a combination of CEOs, science team and company executives.

Selection of Keystone Projects

Project concepts should follow a fixed template to improve clarity around objectives, project plans and performance/delivery vs plan. This should include an overview of roles and responsibilities including the CEO sponsor, executive leader, science leader, and project team members.

Project concepts should include consideration of:

- a) Whether it meets two priority criteria: (1) scientists and companies have identified it as a high priority for ocean stewardship; (2) it is a high priority for companies within their systems (if so, that will help ensure priority engagement is placed on the project by executives).
- b) If it is a project that is better done as a collective than by individuals.
- c) Identify which companies will contribute Sponsor CEOs to support the project's implementation.
- d) There should be a single executive identified as leader for any project, responsible to report to the CEO sponsor(s) who are, in turn, responsible to the SeaBOS Association to ensure the project is delivered on time, within budget, and against agreed milestones.
- e) A science lead should also be identified by the science team, responsible for ensuring the scientific rigor and foundations of the project, and for engaging with the Sponsor CEO and lead executive, as appropriate, on overall strategy and implementation.
- f) Timelines not to exceed four years for any project.

Management of Keystone Projects

The following process will be used:

- Concepts to be developed for consideration at the April working meeting each year.
- Recommendations from the April working meeting to capture the two (or three) key projects identified for future consideration, but also to retain those projects developed and considered worthy of future consideration, but perhaps not with the highest priority at that time.
- Out of session consideration by SeaBOS Association CEOs following the April working meeting, to agree the two (or three) priority projects are worthy of further development.
- Identified Sponsor CEO(s) to support the collaborative work of the executives and science team to develop full proposals for consideration by the SeaBOS Association in October. Those project proposals to include a clear outline of goals, milestones, KPIs, expected impacts, resourcing needs (costs and human resources), and communication needs.

- Nominate to the SeaBOS Association a Sponsor CEO / CEO Steering Committee for each Keystone Project, accountable to the SeaBOS Association.
- Nominate to the SeaBOS Association a Project Lead (company executive) for each Keystone Project to be responsible for its day-to-day delivery and reporting to the CEO Sponsor / CEO Steering Committee on a bimonthly (every two months) basis.
- Companies to allocate sufficient time and resources to the Project Lead to implement and coordinate the project. This may include training on Project Management.
- Set clear and specific annual targets and overall project goals, proposed by the executives and science team to the CEO Sponsor / CEO Steering Committee. The CEO Sponsor / CEO Steering Committee will be accountable to the SeaBOS Association for ensuring the targets and goals are achieved and approving any communications. Annual targets will support developing small achievable steps to help engagement of relevant stakeholders/funders and support communication.

Keystone Project CEO Sponsor / CEO Steering Committee

- A CEO Sponsor / CEO Steering Committee will be identified for each Keystone Project, accountable to the SeaBOS Association.
- Where there is a single CEO accepted by the SeaBOS Association as the leader for a Keystone Project, that person shall be the identified CEO Sponsor, accountable to the SeaBOS Association.
- Where there is more than one CEO accepted by the SeaBOS Association as sponsors for a Keystone Project, there shall be a CEO Steering Committee established, with the collective group of CEOs on that Steering Committee accountable to the SeaBOS Association.
- The CEO Sponsor / CEO Steering Committee are accountable to ensure the lead executive and participating companies (and secretariat if appropriate) have delivered on the milestones, and outcomes as agreed for the Keystone Project.
- The CEO Sponsor / CEO Steering Committee shall report annually on outcomes from the project to the other CEOs from the SeaBOS Association, in addition to participating in the Quarterly Update reports to the Chair and Vice-Chair of the SeaBOS Association (as below).

CEO Sponsor / CEO Steering Committee main roles include:

- Provide strategic inputs and support to the lead executive and participants in the Keystone Project (see below for their role descriptions).
- Ensure project proposals include a clear outline of goals, milestones, key performance indicators, expected impacts, resourcing needs (costs and human resources), and communication needs.
- Support the clear and specific annual targets and overall project goals, as proposed by the executives and science team, and be accountable to the SeaBOS Association for ensuring those targets and goals are achieved and for approving any communications. Annual targets will support developing small achievable steps to help engagement of relevant stakeholders / funders and support communication.

- Participate in quarterly (on-line) presentations on progress in that Keystone Project to the Chair and Vice-Chair of the SeaBOS Association, in conjunction with the lead executive and lead science member for that project. A project management template for quarterly update reports will be provided by the secretariat to guide those presentations. Those presentations are to be short (no more than 15 minutes total) with any slides or papers to be provided to the secretariat for distribution to meeting participants at least seven days before the agreed quarterly report meeting date.
- Be responsible to report to the SeaBOS Association annually at the October Keystone Dialogue meetings to ensure the project is delivered on time, within budget, and against agreed milestones.
- To lead the discussions and presentation to the SeaBOS Association at the annual October Keystone Dialogue on recommendations and outputs from the Keystone Project.

The estimated time commitment for CEO Sponsor(s) would be two (2) hours per month.

Keystone Project Lead Executive

Before nomination of an executive to become a Keystone Project leader, their CEO should ensure they can allocate sufficient time and resources to the Project Lead from within their company to implement and coordinate the project. This may include the need for training on Project Management.

The nominated lead executive should be approved by the SeaBOS Association to be responsible for its day-to-day delivery and reporting to the CEO Sponsor / CEO Steering Committee on a bimonthly basis.

Keystone Project lead executive main roles include:

- In collaboration with the science lead, secretariat, and CEO Sponsor / CEO Steering Committee, the lead executive will develop and maintain an Action Plan for the Keystone Project with performance metrics, including who is responsible to deliver on those actions, and by when.
- Provide connections to critical Keystone Project activities
- Facilitate and leverage connections to relevant industry networks to support implementation.
- Together with science lead, secretariat and CEO Sponsor / CEO Steering Committee, contribute to Quarterly Updates on progress to the Chair and Vice-Chair of the SeaBOS Association. These Quarterly Update reports will include budget expenditures and progress against agreed milestones.
- Be a key contact point for contractors to facilitate progress, and drive impacts, and deliver on agreed SeaBOS Association undertakings for the project.
- Participate in regular (e.g. every month) virtual meetings to review progress against Action Plan goals, and undertakings of the project.
- Encourage communication across the full Keystone Project group, and broader SeaBOS executive and science teams. In addition, communication and collaboration with external parties is crucial, such as fisheries organisations, government organisations and other relevant stakeholders.

- Prepare and work with the CEO Sponsor / CEO Steering Committee to present project updates, outcomes, proposals, and strategies at Working Meetings and Keystone Dialogues, and oversight preparation of papers as well as summary documents / presentations together with the science team, secretariat, and CEO Sponsor / CEO Steering Committee.

The estimated time commitment for Keystone Project Lead Executive would be from two (2) hours per week, to an absolute maximum of eight (8) hours per week, depending on the complexity of the project, and willingness of the executive's company to provide that much time availability.

The lead executive would need to participate in the quarterly (virtual) update reporting to the Chair and Vice-Chair of the SeaBOS Association, as well as attend the April working meeting (three days per year including travel) and the October Keystone Dialogue (three days per year including travel).

Costs of attending the SeaBOS meetings are paid by the executive's company – the April meetings are held in Sweden each year, and the October meetings alternate between Europe and Asia/Pacific.



Science team

The science team comprises a group of independent, externally funded scientists employed by academic institutions around the world, who are engaging in SeaBOS to better understand whether keystone actors, working collaboratively with scientists, can collectively achieve transformation in the seafood industry. The team includes diverse expertise, including subject experts contributing directly to shaping priorities and actions within topical areas of work in SeaBOS, as well as scientists who are studying the collaboration itself and how it evolves and delivers impact over time.

Science lead

Main roles and activities include:

- Ensure the scientific foundations of initiative
- Monitor the Keystone Dialogues experiment
- Secure consistent funding to undertake the science needed, and to report on progress to funders
- Provide motivation for the network of scientific collaborators
- Ensure coherence across Task Force and Keystone Project focal points
- Liaise with secretariat and company representatives to ensure co-design of strategy and activities
- Coordinate scientific publications and presentation of experiments in academic settings, as well as supporting SeaBOS members with information for presentations in industry forums.
- Work with science coordinator to ensure effective communication across science team

The estimated time commitment is a full-time role.

Costs of the Science Lead are covered entirely by independent grants. Costs of attending SeaBOS dialogues/meetings and other relevant meetings are also covered entirely by independent grants.

Director of SeaBOS Fundraising Foundation

Main roles and activities include:

- Co-directs strategy and supports activities of the SeaBOS secretariat
- Manages budgetary responsibilities.

The estimated time commitment is 2 hours per week.

Costs of the Director of SeaBOS Fundraising Foundation are covered entirely by independent grants. Costs of attending SeaBOS Dialogues/meetings are also covered entirely by independent grants.

Coordinator

Main roles and activities include:

- Facilitates meetings, communication and the smooth flow of information within the science team
- Support planning and communication of timing for deliverables from science team

- Liaises closely with secretariat to ensure smooth planning of meetings and Dialogues
- Participates in communications meetings and shaping priorities and actions
- Handles all logistical planning for the science team members
- Maintaining database of meeting logs and putting together the monthly newsletter

The estimated time commitment is a full-time role.

Costs of the Coordinator are covered entirely by independent grants. Costs of attending SeaBOS dialogues/meetings are also covered entirely by independent grants.

Focal point: Task Force

Main roles and activities include:

- Ensures the scientific foundations of the Task Force.
- Co-develops strategic goals and supports the science program.
- Leverages networks of scientific expertise to support implementation.
- Contributes to presentations and briefings during annual meetings/dialogues as well as intersessionally.
- Navigates non-disclosure issues to facilitate sharing of data without breaching confidentiality.

The estimated time commitment is 5 hours per week.

Costs of the Task Force Focal Points are covered entirely by independent grants. Costs of attending SeaBOS dialogues/meetings and other relevant meetings are also covered entirely by independent grants.

Focal point: Keystone Project

Main roles and activities include:

- Ensures the scientific foundations of the Keystone Project.
- Works together with industry Keystone Project Lead Executive and sponsor CEO(s) to support delivery of project goals and outcomes
- Leverages networks of scientific expertise to support implementation.
- Participates in planning and coordination meetings of the Keystone Project.
- Contributes to presentations and briefings on project updates, outcomes, proposals during annual meetings/dialogues as well as intersessionally (including quarterly reports).
- Navigates non-disclosure issues to facilitate sharing of data without breaching confidentiality.
- Support communication across the full Keystone Project group

The estimated time commitment is 20 hours per week.

Costs of the Keystone Project Focal Points are covered entirely by independent grants. Costs of attending SeaBOS dialogues/meetings and other relevant meetings are also covered entirely by independent grants.

Secretariat

Employed by the Fundraising Foundation, the secretariat supports members in achieving goals through facilitating communication, documentation, administration, and logistics of the initiative; manages and facilitates relations within the initiative, as well as with key external partners, and provides support to the various groups across SeaBOS.

Managing Director

Main roles include:

- Facilitate achievement of collective goals
- Delivery of Keystone Projects outcomes
- Ensure smooth operations of Secretariat
- Provision of information to the Board and facilitate smooth communication within the initiative
- Ensure membership growth.

Specific Tasks include:

- Responsible for the day-to-day affairs of the Association, and the Fundraising Foundation.
- Maintain custody of all books, documents, records, and registers of the Association and Fundraising Foundation
- Keep full and correct minutes of the proceedings of Board meetings
- Financial management and responsibility, including budget preparation, reporting, accounting, audit report, and annual report.
- Governance of all aspects of the SeaBOS Fundraising Foundation and SeaBOS Association statutes, policies, and procedures
- Employee and contract management (e.g. Executive Assistant, Director Strategy and Planning)
- Service provider contracts (communications, legal advisors, auditors)
- Grant funding application and reporting
- Promotion of SeaBOS at broader national and international fora
- Oversight of communications strategy and working with other similar organisations towards achieving the purpose of SeaBOS

The estimated time commitment is a full-time role.

Costs of the Managing Director and Secretariat are paid by the SeaBOS Fundraising Foundation.

Director of Strategy and Partnership

This is a contract position.

The aim of the position is to develop and support SeaBOS' strategy for working with governments and key stakeholders, oversee refinement of the SeaBOS monitoring and reporting framework, and deliver the Impact Report.

Main roles:

- Connect SeaBOS to relevant international platforms and initiatives and leverage these relationships for broader impact of SeaBOS outcomes.
- Refine, and direct the monitoring and reporting program for members to produce a biennial Impact Report on progress for internal and external publication
- Develop an engagement plan for governments, government agencies and other key stakeholders on international, regional, and national policy reforms that impact the sustainability of seafood production in fishing, aquaculture, and seafood processing.
- Oversight a communications engagement plan for use as a guide to key partnerships and engagement activities at international ocean-focused gatherings.

Estimated time commitment is two days per week, including participation on multiple zoom meetings each month, attendance at Working Group and Keystone Dialogue meetings each year (3 days including travel for each meeting) as well as several international meetings, as determined by funding and key priorities set by SeaBOS Fundraising Foundation.

All costs for this position are provided from the SeaBOS Fundraising Foundation.

Executive Assistant to Managing Director

The Executive Assistant position is to assist the Managing Director in all aspects of their role and provide connection point between authorities and agencies in Sweden, the Managing Director, and SeaBOS members.

Main roles and activities include:

- Management of calendar appointments, zoom meetings, administration, and travel arrangements for Managing Director
- Assistance for Board members where required, and with meeting organization across Task Forces, Keystone Projects, and other SeaBOS activities.
- Connection in Stockholm to ensure smooth operation of SeaBOS including accounting, legal, audit, IT providers, communications providers, and government authorities.
- Organisation of annual Working Meeting and Keystone Dialogue meeting arrangements, including site selection, accommodation and meeting arrangements, member arrangements for arrivals and departures, meeting room set up, hotel liaison.
- Assist with translation (Swedish to English) of annual report and audit report
- Liaison with researchers from the Stockholm Resilience Centre, as well as senior researchers and seafood company executives from multiple nations.
- Providing administrative support for SeaBOS meetings.

Estimated time commitment is a full-time role, including participation on multiple zoom meetings each week, attendance at Working Meeting and Keystone Dialogue meetings each year (3 days including travel for each meeting).

All costs for this position are funded by the SeaBOS Fundraising Foundation.

Stockholm Resilience Centre
Sustainability Science for Biosphere Stewardship



GLOBAL ECONOMIC DYNAMICS
AND THE BIOSPHERE
THE ROYAL SWEDISH ACADEMY OF SCIENCES



Stanford Center for
Ocean Solutions

