



# BSS Technical Forum (BSSTF) – Members’ Code

Version 1.01 Feb2025

## A. About this document

This BSSTF Members’ Code\* document is for BSSTF members and anyone who may be interested in the work of the BSSTF. It should be read in conjunction with the other documents highlighted.

\*The term ‘members’ throughout this document refers to member organisation representatives.

## B. Member’s role:

The role of members of BSSTF is to:

1. contribute their expertise and experience to the BSSTF’s activities;
2. represent the interests, aspirations and concerns of their respective member organisation and customer group; and
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 Boat Safety Scheme Limited (“BSS”);
2. act in good faith, with due diligence and vigilance, with a view to ensuring that their contribution to the BSSTF’s work is technically sound, free from commercial bias and consistent with the principles set out in the **BSSTF 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 boat-related technical and risk issues of concern to their member organisation by making them known through the BSSTF Convener or by raising them through Any Other Business at meetings;
5. accept that it will sometimes be necessary for organisational interests to be put aside in order to achieve the higher purpose of developing reasonable and proportionate recommendations that minimise boat-related risks to boaters and waterway staff;
6. participate in the BSSTF’s work by attending meetings as often as is possible and respond in a timely manner to electronic communications requiring views on technical items;
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 BSSTF Convener through, the BSS Secretariat prior to the meeting;

8. participate in sub-groups of BSSTF to support development of BSSTF recommendations;
9. be able and willing to use electronic tools that are made available to facilitate the BSSTF's work;
10. will not share BSSTF documents outside of the Forum, except that in special circumstances, after gaining permission to do so from BSS Limited through the Forum Secretariat;
11. receive training in the **BSS Risk Management Process** and the BSSTF role within it;
12. make a formal declaration to the BSSTF Convener if any matter arises that could be judged to be a conflict of interest\*\*, and,
13. provide a brief summary of their expertise, experience and commercial interests and agree to this being shared with all BSSTF members.

\*\*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.

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

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

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

Any BSSTF 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 BSSTF recommendations are developed, should make their concerns known to the BSSTF Convener.

The BSSTF Convener will investigate and report to the Directors of BSS via the BSS office.

The Directors of BSS reserve 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 BSSTF's work or reputation; and/or,
2. oversee a review of the process by which a specific BSSTF recommendation was developed.

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

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