

The Sea Cargo Charter

Summary of the governance structure

The governance structure of the Sea Cargo Charter Association is modelled on the Poseidon Principles Association, which is itself modelled on the Equator Principles.

The Sea Cargo Charter Association manages, administers, and develops the Sea Cargo Charter. The members of the Sea Cargo Charter Association are the signatories to the Sea Cargo Charter. The Sea Cargo Charter Association was established following the official launch in October 2020, and its scope was expanded to fully include shipowners in April 2024.

The Sea Cargo Charter Association is governed by a set of Governance Rules which provide guidance to existing and prospective signatories on the processes for the management, administration, and development of the Sea Cargo Charter. Additional responsibilities and procedures for the Association will be found there.

Roles of the Sea Cargo Charter Association

Signatories

All signatories are members of the Sea Cargo Charter Association and are encouraged to participate in and contribute to the management of the association in a manner that supports the Principles and is appropriate for their institution.

The charterers and shipowners who have become signatories send a senior representative to relevant meetings of the Association, such as the Annual Meeting. The representative must hold a position relevant to the Sea Cargo Charter.

Signatories can nominate a representative from their institution to become a member of the Steering Committee. Nominees are then voted into positions by all signatories and serve a term in the Steering Committee as outlined in the Governance Rules.

Steering Committee

The Steering Committee is comprised of 10 to 16 representatives of signatories to the Sea Cargo Charter, with one main representative and one secondary representative per signatory. One representative acts as Chair, one representative as Vice Chair, and one representative as Treasurer.

Steering Committee members hold a senior position relevant for the Sea Cargo Charter. The Steering Committee leads the Annual Meeting and holds other meetings as necessary throughout the year. Members of the Steering Committee are volunteers and are therefore not compensated by the Association.

Terms of Steering Committee members, Chair, Vice Chair and Treasurer are outlined in the Governance Rules. Key responsibilities of the Steering Committee are outlined in the table below, and the list of members currently part of the Steering Committee can be found [on the website](#).

Technical Committee

At the 2021 Annual Meeting, the signatories voted and agreed to establish the Technical Committee. Its role is to ensure the methodological integrity of the Sea Cargo Charter within the scope agreed by the Steering Committee. The Technical Committee does not have decision-making power; it formulates proposals which are then brought up to signatories.

The Technical Committee is composed of a subset of the Steering Committee members and is supported by the Technical Advisory and Secretariat. Technical Committee members must hold an appropriate technical background. A chair and vice chair are appointed within the Technical Committee and serve until they step down or are replaced. Sub-focus groups may be formed as needed based on ongoing discussions, and are established and dissolved accordingly, reporting to the Technical Committee.

Secretariat

The role of the Secretariat is to maintain the day-to-day business and administration of the Steering Committee, the Sea Cargo Charter, and the signatories. Key responsibilities are highlighted in the table below. The Secretariat serves as a facilitating function in the Steering Committee, Technical Committee, among signatories, and within other working groups

Technical Advisory

The Technical Advisory, similar to their previous role in the drafting group, advises and guides technical discussions and expertise of the Sea Cargo Charter methodology, including creating and revising the scope of the Charter, the decarbonisation trajectories. It ensures that the used methodology and data found in the Charter are current, relevant, and simple to implement for signatories.

The Technical Advisory is involved in the Technical Committee, and it also takes part in the Steering Committee meetings as needed.

Other focus groups

Other focus groups may be established as needed and are required to report to the Steering Committee, including its Chair and Vice Chair.

Onboarding Committee

An Onboarding Committee has been established, chaired by the Engagement and Membership Lead. Key responsibilities are outlined in the table below. More details can be found in the "Membership & Engagement Lead" document.

Future Direction Focus Group

A taskforce was established to explore and propose strategic directions for the continued development of the association. Proposals coming from the focus group are presented to the Steering Committee

Group	Roles
Signatories	<p>All signatories of the Sea Cargo Charter are members of the Association</p> <ul style="list-style-type: none"> ▪ Nominate a representative for the Steering Committee elections as needed and as desired ▪ Follow all reporting requirements and pay the Signatory Fee and Annual Fee ▪ Participate and contribute when possible, including working groups in the future
Steering Committee	<p>Chair</p> <ul style="list-style-type: none"> ▪ Provide coordination across the Steering Committee ▪ Attend all formal meetings and approves the official agenda ▪ Coordinate with the Secretariat ▪ Appointed by the Steering Committee and formally votes in <p>Vice Chair</p> <ul style="list-style-type: none"> ▪ Take on chair responsibilities when the Chair is unable to ▪ Complete tasks delegated by the Chair ▪ Attend all formal meetings ▪ Appointed by the Steering Committee and formally voted in <p>Treasurer</p> <ul style="list-style-type: none"> ▪ Coordinate with the Chair and Vice Chair as needed ▪ Complete tasks delegated by the Chair ▪ Attend all formal meetings ▪ Coordinate with the Secretariat regarding financial matters on an ongoing basis ▪ Appointed by the Steering Committee and formally voted in <p>All Steering Committee members</p> <ul style="list-style-type: none"> ▪ Help and support the decision-making process of the Sea Cargo Charter updates and review for improvement

	<ul style="list-style-type: none"> ▪ Attend all formal meetings, including Annual Meetings
Technical Committee	<ul style="list-style-type: none"> ▪ Ensure the methodological integrity of the Sea Cargo Charter, within the scope agreed by the Steering Committee ▪ Has no decision-making power ▪ Supported by the Technical Advisory and the Secretariat
Secretariat	<ul style="list-style-type: none"> ▪ Coordinate with the Chair and Steering Committee ▪ Coordinate with the Advisory and Technical Committee ▪ Coordinate with signatories ▪ Handle administrative tasks
Technical Advisory	<ul style="list-style-type: none"> ▪ Keep the methodology of the Sea Cargo Charter up to date through regular reviews ▪ Provide technical advice and is involved in the Technical Committee
Onboarding Committee	<p>Membership and Engagement Lead</p> <ul style="list-style-type: none"> • Lead prospect mapping, outreach and relationship-building efforts • Coordinate alignment on messaging, resources and priorities with the Secretariat, chair /vice chair • Operates within the scope agreed by the Steering Committee <p>All Onboarding Committee members</p> <ul style="list-style-type: none"> • Help and support the Engagement & Membership Lead • Review and update outreach material ▪ Leverage their network where appropriate
Future Direction Focus Group	<ul style="list-style-type: none"> • Explore and propose strategic directions for the continued development of the Sea Cargo Charter to remain relevant and impactful • Operates within the scope agreed by the Steering Committee