  

## Fishery Improvement Project (FIP) Workplan Template

## Introduction

Developing a fishery improvement project (FIP) workplan is an important, required step in the FIP process. The purpose of this document is to outline the information that must be included in a FIP workplan.

The FIP workplan should be developed in collaboration with FIP stakeholders[[1]](#footnote-1).This template includes the important components of a workplan and provides the information needed to report progress on FisheryProgress.org.

Upon completion, FIP workplans should be translated from the local language into English or from English into the local language to ensure adequate understanding among all stakeholders.

**Template content**

The template includes the definition of the FIP Unit of Assessment (i.e., the specific species, location(s), gear types covered by the FIP), as well as sections for each Marine Stewardship Council (MSC) Principle[[2]](#footnote-2). Each table row contains a simple description of the information needed to be include in each specific MSC Performance Indicator (PI). Additional guidance and examples are also included.

**Guidance on how to use the workplan template**

The workplan template aims to help stakeholders develop a clear plan for implementing the fishery improvements that need to be made and ensures that information needed for reporting on FisheryProgress.org is included in the workplan. Each PI that has a scoring category of <60 (i.e., red) or 60-79 (i.e., yellow) must have at least one action directly linked to it, that would, when completed, result in an increased score (i.e., meeting the requirements of the next scoring guidepost for that PI).

The critical elements that need to be included in the FIP workplan are:

1. **Actions:** Defined as a major activity in the FIP’s workplan that must be completed to address specific deficiencies identified in the needs assessment (for basic FIPs) or MSC pre-assessment (for comprehensive FIPs). For comprehensive FIPs, actions should clearly link to the PIs of the MSC Fisheries Standard. For FIPs reporting their progress on [FisheryProgress.org](http://www.fisheryprogress.org), both basic and comprehensive FIPs need to report progress against the MSC Principles.
2. **Completion dates:** To ensure accountability, an expected completion date should be included for each action.
3. **Priority:** High, medium or low priority taking into account scoring in the needs assessment or MSC pre-assessment and sequencing of actions (output of one action needed to begin another action).
4. **Estimated Cost:** Costs for each action.
5. **Responsible parties:** Organizations/individuals responsible for completing the actions as agreed upon by FIP stakeholders.
6. **MSC PIs:** All PIs that will be addressed by the action.
7. **Tasks:** This section breaks the actions identified above down into specific steps that describe how the action will be accomplished. Tasks provide more clarity on how the FIP intends to complete each action. This allows participants to better track progress over time and communicate about progress being made in the FIP.

# **FIP Workplan Content**

## Acronyms

## Definition of the FIP Unit of Assessment (UoA)

## Principle 1: Sustainability of Fish Stocks

## Principle 2: Minimizing Environmental Impacts

* Principle 3: Management Effectiveness
* Additional impacts

## Glossary

#### Acronyms

|  |  |
| --- | --- |
| FAO | Food and Agriculture Organization of the United Nations |
| FIP | Fishery Improvement Project |
| MSC | Marine Stewardship Council |
| PI | Performance Indicator |
| UoA | Unit of Assessment |

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#### Definition of the FIP Unit of Assessment (UoA)[[3]](#footnote-3)

The FIP Unit of Assessment (UoA) includes the target stock(s), fishing method or gear, and fleets, vessels, individual fishing operators and other eligible fishers pursuing that stock. The FIP consultant or FIP leads should complete Table 1 to define the UoA.

|  |  |
| --- | --- |
| **Table 1. FIP Unit of Assessment based on MSC definition** | |
| Target species (common and scientific names) | **Example:** Mahi mahi (*Coryphaena hippurus)* |
| Stock(s) | **Example:** Eastern Pacific |
| Fishing method or gear type | **Example:** Surface longline |
| Fishing fleet or group of vessels, or individuals fishing operators pursuing stock | **Example:** Artisanal Peruvian fleet |

## Table 1 below is a blank template to copy and paste as needed. Table 2 below is an example of a completed template.

## Principle 1: Sustainability of fish stocks

**Table 1: Template**

|  |  |
| --- | --- |
| **Action Number and Name**  (One sentence description) |  |
| **Action Goal** (One sentence that describe the result of the action) |  |
| **Action Description**  (Brief summary of the steps involved in the action and importance of the action in achieving the FIP objectives) |  |
| **Expected Completion Date** |  |
| **Priority**  (Based on the implementers criteria: e.g., lowest scoring issues are high priority or actions that are necessary to complete before beginning other actions are high priority) |  |
| **Estimated Cost**  (An estimate of the budget needed to complete the action) |  |
| **Responsible Parties**  (List of participants) |  |
| **MSC PI(s) Addressed by the Action** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Tasks/ Milestones** | **Responsible (lead)** | **Responsible (supporting role)** | **Starting date** | **Actual completion date** | **Evidence of completion / results** |
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### **Table 2: Example**

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| --- | --- |
| **Action Number and Name** | 1.1.2 Define the stock unit(s) |
| **Action Goal** | Understand the stock distribution and mahi mahi population structure |
| **Action Description** | To define the mahi mahi biological unit and determine the status of the stock, the Working Group for the Assessment of Mahi mahi needs to consider conducting genetic analysis and tagging studies. Genetic markers can be used to identify distinct fish populations. Tagging studies have proven to be very useful to understand the migratory patterns of tuna species and could also be useful to understand migratory patterns of mahi mahi. Implementing research tagging projects would provide an understanding of the stock distribution. |
| **Expected Completion date** | March 2018 |
| **Priority** | Medium |
| **Estimated Cost** | $50,000 USD |
| **Responsible Parties** | IMARPE, Universities, SRP, IATTC |
| **MSC PI(s) Addressed by the Action** | 1.2.3 Information and Monitoring |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Tasks/ Milestones** | **Responsible (lead)** | **Responsible (supporting role)** | **Starting date** | **Actual completion date** | **Evidence of completion / results** |
| 1.1.2 Define the stock unit(s) | Design and implement tagging research projects | IMARPE, Universities | SRP, IATTC, Relevant NGOs | December 2016 | March 2017 | Tagging study |
| Design and implement genetic research project | IMARPE, Universities | SRP, IATTC, Relevant NGOs | December 2016 | In progress |  |

**[Copy and paste table for additional actions needed under Principle 1 as appropriate]**

## 

## Principle 2: Minimizing environmental impacts

|  |  |
| --- | --- |
| **Action Number and Name** |  |
| **Action Goal** |  |
| **Action Description** |  |
| **Expected Completion Date** |  |
| **Priority** |  |
| **Estimated Cost** |  |
| **Responsible Parties** |  |
| **MSC PI(s) Addressed by the Action** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Tasks/ Milestones** | **Responsible (lead)** | **Responsible (supporting role)** | **Starting date** | **Actual completion date** | **Evidence of completion / results** |
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**[Copy and paste table for additional actions needed under Principle 2 as appropriate]**

## Principle 3: Effective management

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| --- | --- |
| **Action Number and Name** |  |
| **Action Goal** |  |
| **Action Description** |  |
| **Expected Completion Date** |  |
| **Priority** |  |
| **Estimated Cost** |  |
| **Responsible Parties** |  |
| **MSC PI(s) Addressed by the Action** | . |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Tasks/ Milestones** | **Responsible (lead)** | **Responsible (supporting role)** | **Starting date** | **Actual completion date** | **Evidence of completion / results** |
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**[Copy and paste table for additional actions needed under Principle 3 as appropriate]**

## Additional Impacts

Some FIPs include objectives that go beyond the MSC PIs. Please provide additional detail below on additional impacts that FIP stakeholders are working to address.

### Example: Social impacts

Describe the problem, goals and actions that will be implemented to address social impacts within the fishery.

|  |  |
| --- | --- |
| **Addition Impact Title** | **Additional Impact Description** |
| **Status Summary** |  |
| **Improvement Recommendation** |  |

### Example: Traceability improvements

Describe the problems, goals and actions that will be implemented to ensure FIP traceability.

|  |  |
| --- | --- |
| **Addition Impact Title** | **Additional Impact Description** |
| **Status Summary** |  |
| **Improvement Recommendation** |  |

## Glossary

**Pre-assessment**: A pre-assessment is a preliminary evaluation of a fishery against all MSC performance indicators to provide a picture of the fishery’s baseline environmental performance and challenges. A pre-assessment allows a fishery to identify any areas that need to be improved to reach an unconditional pass of the MSC standard. A pre-assessment must be completed by someone experienced with applying the MSC standard (e.g., is a [registered MSC technical consultant](http://www.msc.org/get-certified/fisheries/technical-assistance/consultants/consultants) or [accredited auditing body](http://www.accreditation-services.com/archives/standards/msc)).

**Basic FIP**: A fishery improvement project with time bound objectives for addressing a specific set of the fishery’s environmental challenges to improve its performance against the MSC standard. Basic FIPs complete a needs assessment to understand the challenges in the fishery.

**Comprehensive FIP**: A fishery improvement project with time bound objectives for addressing all of the fishery’s environmental challenges necessary to achieve a level of performance consistent with an unconditional pass of the MSC standard. Comprehensive FIPs engage a party experienced with applying the MSC standard to complete an MSC pre-assessment to understand the challenges in the fishery and must have independent, in-person audits of progress against the MSC standard every three years.

**Performance indicator**: A performance indicator evaluates the success of a particular activity when compare against desired goals. In the case of FIPs that follow the MSC Standard, it measures the impact of the action in place against desired conditions or results.

1. This is led by FIP participants (e.g. of FIP participants: companies in the fishery supply chain, government representatives, fishery managers, and/or nongovernmental organizations). [↑](#footnote-ref-1)
2. Per the Conservation Alliance FIP Guidelines, both basic and comprehensive FIPs must address the three MSC Principles. [↑](#footnote-ref-2)
3. The FIP Unit of Assessment (UoA) defines the full scope of what was assessed. [↑](#footnote-ref-3)