

## **Guidance for Using the Detailed Workplan Template**

The Detailed Workplan can be used to help facilitate the FIP development phase of a FIP. The purpose of the first worksheet in the Excel file (labeled “FIP Development”) is to provide a standard plan or map for launching (Stage 1) and forming (Stage 2) a FIP. This part of the template is process oriented – that is to say, it is concerned with the FIP members’ internal process for getting a good evaluation of the fishery, getting themselves organized, and developing their workplan. It thus concerns only this development phase of the FIP’s work. The purpose of the second worksheet (labeled “FIP Implementation”) is to facilitate the second phase of work where activities directed at real fishery improvements are carried out.

### *‘FIP Development’ Worksheet*

The first worksheet of the template lists the activities (Column B) that need to be undertaken to launch (i.e., assess the fishery, identify stakeholders) and form (i.e., hold meeting, review fishery documents, develop an improvement workplan, adopt a budget, formalize participation) a FIP. Use Column C to indicate when the activity is expected to be completed. As the activities are completed, fill in Columns D through F to document progress.

Once a fishery assessment is completed and participants are identified (i.e., Stage 1 is completed), FIP participants must convene (in person or remotely) and develop a workplan. The second worksheet in the Excel file is part of the template to guide FIP ongoing and future activities. This part is largely based on one promoted by the Marine Stewardship Council (MSC) and described in its *Fishery Improvement Action Plans – Guidance Document*. As displayed it is geared toward fisheries that have conducted an MSC pre-assessment (MSC-PA). Understanding that an MSC-PA is not always feasible or advisable at the time, the file can be modified to remove reference to MSC. However, SFP recommends keeping the performance indicators as they can serve as useful and comprehensive list of attributes to consider when evaluating whether improvements are needed in those areas.

### *‘FIP Implementation’ Worksheet – Documenting the Workplan*

Once the FIP structure has been developed, the next step is to transfer the improvement needs from the fishery evaluation into a workplan that is set up to address those needs. The “FIP Implementation” worksheet lists in Columns A and B the indicators used in a typical MSC assessment. These are suggested to provide a direct connection to the deficiencies identified in fisheries with MSC-PAs. However, as noted above, if the fishery has no interest in the MSC standard or certification, we recommend the FIP continue to use relevant indicators in Columns A and B, as they provide a useful structure to identify deficiencies in fisheries that are not using an MSC-PA. The template includes Columns C and D to record scores (e.g., MSC principle

indicator, FishSource) to benchmark and track the status of indicators. Column E is included simply for reference to show which FIP stages are reached when improvements are completed for each indicator. Column F should be completed to reflect the scale at which the improvement is needed to address the performance indicator.

Another key function of the detailed workplan is to assign responsibilities to those who will carry out FIP activities. Use Column H to list the activities necessary to address the deficiency to improve the score (in Column C) for related indicators (in Columns A and B). Column G is included to show assign a number to a particular FIP activity so it can be more easily be referenced and communicated. In the case that there is more than one activity or task needed to address a deficiency, simply add an extra row starting in Column G. Use Column I to indicate who is (are) the FIP participant(s) responsible for carrying out the activity. In order to set a timeline for carrying out activities, include the expected date of completion for each activity in Column Z. If a particular activity will address additional performance indicators, simply list the relevant activity number(s) in Column G for the relevant performance indicator(s). We recommend this over copying the same activity, participants, and expected date for the other relevant rows.

*‘FIP Implementation’ Worksheet – Tracking Implementation*

As activities in the workplan are carried out, it is critical to report progress on each activity to keep suppliers, retailers, NGOs, and any other interested parties up to date. These progress reports and evidence to support claims of progress must be made public (See “How do I implement a FIP” and “FIP Public Report: Guidance/Template”). The detailed workplan template is set up to track progress of activities against the workplan and the effect of those activities on policies/practices (Stage 4) and actual improvements ‘in the water’ (e.g., increased fish biomass). Again, this detailed tracking template does not have to be shared publicly; it could be an internal project tracking tool for the FIP.

Notes on progress of each activity should be inserted for each quarter in Columns V through Y (adding columns as necessary). In addition, links to public documentation (e.g., website URL) need to be provided in those columns to show evidence of progress of the activity. When an activity is completed, note the date of completion in Column AA.

It is important for FIP participants and others to have a quick reference broad view of FIP progress (i.e., whether the FIP is proceeding as expected or not). The template contains a legend starting in Column J. We recommend you use the legend to populate Columns J through U for each activity in the workplan. Examples of how that would look are in each spreadsheet for activities 1, 2, and 3.



Reporting on whether the FIP activities are having an impact on regulatory policies or fishing practices (i.e., achieving Stage 4) is critical. Details and evidence of these impacts should be noted in Columns AB through AE (adding columns as necessary). Retailers, suppliers, NGOs, and others will be monitoring FIPs to see whether they are delivering outcomes in the water (i.e., achieving Stage 5). Details and evidence of these outcomes should be noted in Columns AF through AI (adding columns as necessary). Note that a Stage 5 outcome is not applicable to many indicators (see Column E).