

Human Rights and Social Responsibility Policy

**Requirement 1.3 Fisher Awareness of Rights**

Reporting Template

Version 1.1, December 2022

Instructions

This template is mandatory for FIPs in order to fulfill Requirement [1.3: Fisher Awareness of Rights](https://fisheryprogress.org/sites/default/files/FP%20Social%20Policy%20Amendment%202022_FINAL.pdf). At a minimum, FIPs must make fishers aware of the commitments and responsibilities outlined in the FIP’s policy statement(s) (see Requirement 1.1); and, the availability of grievance mechanisms and how to use them (see Requirement 1.4).

**Please fill out this template, save the document in PDF format and upload it to the FIP profile** *Fisher Awareness of Rights* section on the Social Performance tab. Please also upload all evidence that supports the actions undertaken to the same section.

**Progress reporting**: A new form must be filled out and uploaded as part of every subsequent annual progress report. When providing an annual update please use the same copy of the template originally submitted and update it by adding new action tables for completed actions and for any new planned actions (optional). Evidence supporting any new actions taken must also be uploaded as part of progress reporting.

1. **Overview**

**FIP Name** *(Please use the FIP name as displayed on your FisheryProgress profile. If not yet listed as active, please provide the country/geography, species, and gear types)*:

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**FIP Identification Number** *(Find your FIP ID number by going to the Overview tab of your FisheryProgress FIP profile. Once on the Overview tab, scroll down until you get to the bottom of the "FIP Leads" section on the right side of the page. Your ID number is just below this section)*:

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**Date Template Completed**

**(Initial Submission):**

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**Date Last Modified**

**(Progress Reporting):**

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**Template Completed by:**

*Please provide the full name of the individual or organization who completed the template.*

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**Relationship to the FIP**

*We recommend the form be completed by the FIP lead, but anyone with the knowledge to complete and authority to sign the template may do so.*

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1. **FIP Information**

**Languages spoken by the fishers in the FIP:**

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**Total number of fishers in the FIP (optional):**

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**Total number of fishers trained on the policy statement(s) and grievance mechanism(s), i.e., made aware of and understand the documents’ components, commitments, and associated processes (optional):**

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1. **Actions completed**

Please outline the action(s) that the FIP has undertaken within the last year to ensure fishers are aware of 1) the Policy Statement(s) (see Requirement 1.1) and 2) the grievance mechanism and how to use it (see Requirement 1.4). If the FIP has carried out more than one action, copy and paste the action table to include all actions. When providing an annual update, **do not delete any actions previously completed. Please use the same copy of the template originally submitted and add to the list of actions completed by copying and pasting the action table and filling it out accordingly.**

*Text in red italics provides additional guidance about information that should be included in each section and should be removed from the final version of this document.*

Highlighted text *should be replaced to reflect the information for your FIP.*

**Action 1: Action Name**

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| --- | --- |
| **Action Description** | *Describe the steps taken in the action. Please specify whether actions related to the Policy Statement, grievance mechanism(s), and/or other rights.*  *For example, “The FIP carried out workshops with all fishers, the grievance mechanism was presented, and fishers were educated on what it can be used for, and how they can access it”* |
| **Target Audience** | *Describe the target audience for the action. Be as specific as possible - if different actions target different audiences, it must be clear how all actions collectively target all fishers in the FIP.* |
| **Responsible Party** | *Please identify which participant/what party was responsible for carrying out the action.* |
| **Languages** | *What languages were used in delivering the actions to ensure the target audience(s) could understand the information being delivered? Please describe accommodations made for illiterate fishers, if applicable.* |
| **Timeframe** | *Note the date (MM/YY) when the action took place.* |
| **Supporting Documentation Filename(s) and Description** | *Please provide supporting documentation in a separate file, list the filenames here, along with a brief description of it.*  *For example “Training for Fishers\_June 6 2022 - Description of the agenda and topics covered during the training given to fishers on the grievance mechanism”* |
| **Additional Information** | |
| *Provide any helpful additional information, for example any relevant background information or constraints.* | |

1. **Planned Actions (Optional)**

**Note:** planned actions are those expected to happen in the future. Any action that has already taken place must be included in section 3. When providing an annual update, any planned action that has been completed should be moved to section 3 and updated as needed.

**Action #: Action Name**

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| **Action Description** | *Describe the steps that will be taken for the planned action. Please specify whether planned actions relate to the Policy Statement, grievance mechanism(s), and/or other rights.*  *For example, “The FIP carried out workshops with all fishers, the grievance mechanism was presented, and fishers were educated on what it can be used for, and how they can access it”* |
| **Target Audience** | *Describe the target audience for the action. Be as specific as possible - if different actions target different audiences, it must be clear how all actions collectively target all fishers in the FIP.* |
| **Responsible Party** | *Please identify which participant/what party was responsible for carrying out the action.* |
| **Languages** | *What languages will be used in delivering the actions to ensure the target audience(s) will understand the information being delivered? Please describe accommodations that will be for illiterate fishers, if applicable.* |
| **Timeframe** | *Note the date (MM/YY) when the action is set to take place.* |
| **Supporting Documentation Filename(s) and Description** | *Please provide supporting documentation in a separate file, list the filenames here, along with a brief description of it.*  *For example “Training Agenda for Fishers\_June 6 2022 - Description of the agenda and topics to be covered for training on grievance mechanism”* |
| **Additional Information** | |
| *Provide any helpful additional information, for example any relevant background information or constraints.* | |