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Guidance for Scope Changes in FIPs

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Introduction and Purpose

Changes occur over the lifespan of a FIP and as such, FIPs are allowed to submit scope changes between reports. The purpose of this document is to provide examples of common changes to the status and scope of FIPs and how such changes are handled by FisheryProgress. These are examples only - not an exhaustive list - and intended to serve as such for both FIPs and FisheryProgress reviewers. More information on types of scope changes in FIPs and their impact on the FIP review process can be found in the [FIP Review Guidelines](#).

Examples for Guidance

Extending the end date of a FIP

If a FIP wants to extend its expected end date, it must:

1. Update the expected end date on the FIP profile.
2. Add a brief explanation for the extension to the FIP profile, both within the *Description* section and within any affected actions.
3. Upload an updated workplan (note this may not be applicable in limited cases)
4. Submit to the reviewer a detailed explanation of the challenges the FIP has faced or reason for the extension, and why this extension will help the FIP achieve its objectives.

Note: The detailed explanation will be kept internal to FisheryProgress reviewers. If the explanation is not sufficiently detailed, the reviewer will request the FIP resubmit it within two weeks. FIPs who do not provide additional details within the two weeks will be moved to inactive.

Creating a new FIP that incorporates an older, inactive FIP

If an inactive FIP is merged into a new FIP, the FIP has two options:

1. Reactive the old/original profile, following the criteria for reactivating an inactive profile outlined in the [FIP Review Guidelines](#).

OR

2. Create a new FIP profile and maintain the old profile which will remain in the inactive section indefinitely. In this scenario, the FIP will need to update the *Description* section of the inactive profile to include a brief explanation of the connection between the two profiles.

Splintering a FIP when part of it reaches MSC certification

If a portion of the scope of the FIP becomes MSC Certified and the rest of the FIP wants to remain active on FisheryProgress, the FIP must take the following steps:

1. Create a new FIP profile to represent the portion of the FIP that continues to be active, following the steps to create a new FIP outlined in the [FIP Review Guidelines](#). The FIP may copy over information from the original profile, but will need to adjust the title, geographic scope, landings, species, participants, etc.). The environmental workplan and actions may be copied over to the new profile if they are still applicable. However, it is most likely that the new FIP will require a new workplan based on the updated pre-assessment. Documentation and information related to HRSR Policy requirements may be copied over to the new profile, but must be adjusted as is appropriate to be listed on FisheryProgress.
 - o **Note:** If a FIP that is splitting has previously submitted extension request(s) for social requirements, the individual FIPs created by the split is expected to adhere to the original timelines of their extension requests and requirements.
2. The existing profile must be adjusted to reflect the completed scope of the FIP (including the title, geographic scope, landings, species, participants), and the profile will be marked as completed in FisheryProgress.
3. The original scope of the FIP must be described at the top of both FIP descriptions, with links to the completed or new profiles.

Proactively splintering a FIP when parts of it are making progress at different rates

If a FIP finds that parts of the FIP are progressing at significantly different rates than others, it may choose to divide the FIP into multiple FIPs in order to better tailor the objectives, actions, and timelines to its participants. This can only be done within FIPs that encompass multiple subgroups such as flag states, jurisdictions, geographies, species, or RFMOs. In such instances, the FIP must take the following steps:

1. Decide how to split the existing FIP and its scope.
2. Maintain the original profile for the part of the FIP that is nearest to meeting its original objectives, but update its name, profile, budget, pre-assessment/needs assessment (if applicable), workplan and social requirements to reflect the change in scope stemming from the split.
3. Create one or more new profiles to represent the portion(s) of the FIP that are splitting off from the original, following the steps to create a new FIP outlined in the [FIP Review Guidelines](#). The “new” profile(s) created must reflect the start date of the original FIP and may utilize the pre-assessment from the original FIP, but will also require a name, profile, budget, pre-assessment/needs assessment (if applicable), workplan and social requirements that are specific to their individual scope (though existing data may be used as a reference when developing the updated documentation and reporting information).
 - o **Note:** If a FIP that is splitting has previously submitted extension request(s) for social requirements, the individual FIPs created by the split is expected to adhere to the original timelines of their extension requests and requirements.

Entering but then withdrawing from MSC full assessment

If a FIP enters MSC full assessment it submits, and FisheryProgress publishes, the relevant Announcement Comment Draft Report (ACDR).

While in MSC full assessment:

1. FIPs are still considered active and must continue reporting on HRSR Policy requirements though environmental progress report requirements (i.e., reporting on action progress and updating indicator scores) are waived.
2. Reviewers will confirm that the FIP is in MSC full assessment during the FIP's six-month and annual reporting cycles.

Should the FIP withdraw from MSC full assessment:

1. FisheryProgress will reach out to the FIP and ask whether it wishes to start tracking progress again on FisheryProgress or be moved to inactive.
2. If the FIP wishes to remain active, it will have up to six months (i.e., until its next progress report is due) to update its FIP profile (end date, objectives, workplan, etc.) and resume reporting on criteria as is applicable to its reporting cycle. Failure to update the FIP profile such that it meets the six-month or annual requirements will result in moving the FIP to inactive.