

FISHERYPROGRESS.ORG

Human Rights and Social Responsibility (HRSR) Policy

Extension Request Instructions

Version 1.0, October 2022

The September 2022 [summary of changes](#) document outlines changes to the website's approach to FisheryProgress HRSR Policy requirement extension requests:

- **FIPs** that need more time to meet HRSR Policy requirements 1.1-1.4 and 2.1-2.2 (if applicable) are eligible to request a 12-month extension for meeting initial requirement deadlines.
- **New FIPs** seeking to be published on FisheryProgress can request extensions for 1.1 and 1.2. Once active, these FIPs can request extensions for 1.3-1.4, and 2.1-2.2 (if applicable) as described above.

To request an extension, FIPs must complete the *HRSR Policy Extension Request Form* (found on the [FIP Templates page](#)) and outline the actions the FIP will take to meet the requirement(s) within 12 months. After the first 12-month extension, additional extensions may be considered for exceptional circumstances based on the FIP's submission of an updated rationale and activities. Once the initial requirement deadline has been met, extensions cannot be requested for progress reporting or for providing updates on any of the requirements.

A separate extension request form must be submitted for each HRSR policy requirement. The extension request is due by the FIP's initial deadline for meeting the relevant requirement. Please see "[Guidance on FIP Reporting Schedules](#)" for additional information on determining the FIP's initial deadline.

The extension request process is as follows:

1. When the six-month or annual report is due for a FIP, the FIP can provide information on the FIP and the rationale for the request by completing sections 1-4 in the *HRSR Extension Request Form*.
2. Provide information on the activities the FIP will undertake to meet the requirement within 12 months by completing section 5 in the *HRSR Extension Request Form*.
3. Upload the completed *HRSR Extension Request Form* to the relevant section on the *Social Performance* tab on the FIP Profile, and alert FisheryProgress.

The completed form(s) will be published to the relevant HRSR Policy requirement section(s) on the Social Performance tab on the FIP Profile.

4. Once the request is received, FisheryProgress will operate with maximum flexibility in granting 12-month extensions and will share the extension decision with the FIP as part of the overall progress report review process.
5. During the FIP's next progress report, an update on the progress made on the activities toward meeting the requirement must be provided by completing the "Progress Reporting" section within section 5 of the *HRSR Extension Request Form*.
6. After the end of the 12-month extension period, the FIP must meet the requirement as outlined in the HRSR Policy. Additional extension requests may be considered under exceptional circumstances. An updated extension request must be submitted and follow the same process outlined above. If needed, FisheryProgress will consult with the Advisory Committee(s) for guidance in determining whether to grant additional extension requests.

Example: Timelines when an extension is granted

A FIP has a six-month/annual reporting cycle of November/May, and their initial deadline for a HRSR Policy requirement is November 2022. To request an extension, the FIP submits the extension form with their November 2022 progress report. FisheryProgress grants the request. The FIP reports on progress made on working to meet the requirement in their May 2023 progress report. By November 2023, the FIP must meet the requirement. If the FIP does not meet this extended deadline, additional extensions may be considered for exceptional circumstances based on the FIP's submission of an updated rationale and activities.