

# FISHERYPROGRESS.ORG

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## Human Rights and Social Responsibility (HRSR) Policy

### Extension Request Form for Additional Extensions - **EXAMPLE REQUEST**

Version 1.0, February 2024

*This document is intended to serve as an instructional example of a completed request for additional extensions.*

FIPs making good faith efforts to implement the relevant requirement from the HRSR Policy, but that are unable to do so due to exceptional circumstances, may request an additional extension. **This form is to be used by any FIP requesting an additional extension**, beyond their initial 12-month extension, to any HRSR Policy Requirement due to exceptional circumstances that prevented the FIP from meeting the requirement during the initial extension period. Information from the prior year's extension request can and should be carried over from the old request to this new one. **Please fill out one extension request form for each HRSR Policy requirement.**

FIPs requesting an additional extension should fill out the fields below in detail, using this as an opportunity to share out progress made, despite challenges they are facing. Please note that any additional extension requests (beyond the initial 12-month extension) will be considered only for FIPs facing exceptional circumstances and demonstrating good faith efforts, and not all additional extension requests will be granted.

To request an initial 12-month extension, please refer to the [Extension Request Form](#) available on the FisheryProgress website.

#### 1. Requestor Information

**Full Name:**

FisheryProgress User

**Job Title:**

FIP Implementer

**Organization:**

Fish Friends (NGO)

**Date of extension request (dd/mm/yy):**

01/03/24

## 2. FIP Information

### FIP Name

Please use the FIP name as displayed on the FIP's FisheryProgress profile. If not yet listed as active, please provide the country/geography, species, and gear types

FIP A

### FIP Identification (ID) Number

Find the FIP ID number by going to the Overview tab of the FisheryProgress FIP profile. The FIP ID Number is located under the "FIP Leads" section on the Overview tab.

XXXX

## 3. Policy Requirement

Please select the HRSR policy requirement for which the FIP is requesting the extension.

- 1.1 Policy Statement on Human Rights and Social Responsibility
- 1.2 Vessel List and/or Fisher Information
- 1.3 Fisher Awareness of Rights
- 1.4 Grievance Mechanism
- 2.1 Risk Assessment
- 2.2 Social Workplan

## 4. Rationale/Motivation

Please select a rationale or rationales for why the FIP requires additional time to meet the requirement.

- Need time to complete work already in progress
- Need time to fundraise
- Need time to build staff capacity
- Need time to find or engage a qualified consultant
- Need time to complete the SRA equivalency mapping process
- Other (please explain below)

If you selected Other, please explain:

### Further explanation for additional extension

Please elaborate: provide a detailed progress update and rationale for needing more time to complete the requirement beyond the initial 12-month extension. Please include in your rationale the following:

- A detailed account of progress to date and efforts made.

- *The reasons for not meeting the previous action's or actions' goal(s) and timeline(s), including a detailed account of challenges faced and steps taken to address those challenges. If funding has been part of the challenge, please include details of your fundraising efforts.*
- *Any other extenuating circumstances that have affected your timeline.*
- *Identification of areas where a requirement may be partially met and partial information could be published to the FIP's profile (e.g., if the FIP has identified grievance mechanisms available to half of the fishers in the FIP but is still working to secure such mechanisms for the other half of the fishers).*

**Progress to date:** The FIP is made up of 27 fishing cooperatives. The first year (our initial extension) was spent interviewing coop leaders and members to determine whether each had grievance mechanisms that were active, effective and whether they complied with the FP HRSR Policy. We found that of the 27, only 12 had actively functioning GMs that met Policy requirements. The rest were either missing, defunct, or did not fully comply with the HRSR Policy.

**Challenges faced:** Some of the cooperatives were not as responsive nor forthcoming to speak about the processes that exist, and took more staff time and effort to schedule time with coop leadership to understand how these mechanisms operate, if at all. We also faced challenges in having appropriate personnel available to carry out the research. There were many priorities at hand and reaching each cooperative was not always easy, often with numerous schedule conflicts and delays.

**Rationale for needing more time:** While we have determined that 12 of the 27 fisher cooperatives have grievance mechanisms in compliance with the HRSRP, we need to finish adapting/developing new grievance mechanism channels in the remaining cooperatives, ensuring they will be fully compliant with Policy requirements. We also want to ensure to include coop fishers in the design of the GMs, to make them as inclusive as possible, increasing ownership and uptake from the fishers themselves. Accordingly, we will work with each cooperative to solicit input from their fishers on our draft proposed grievance mechanism, then incorporate their feedback into a final GM. We hope to have a single GM that will apply to all 15 of the remaining cooperatives, but if that is not possible due to unique circumstances within the coops we will create separate GMs for groupings of coops

### Supporting Documentation Filename(s)

*Please list the filenames of supporting documentation related to the rationale and progress to date here. Supporting documentation must be uploaded in the same section this extension request form is being uploaded.*

**Filename 1; filename 2**

## 5. List of Actions

Please complete the table(s) below, detailing the action(s) the FIP will undertake to meet the criteria for the specific HRSR policy requirement for which it is requesting the additional extension. At least one action must be provided, but FIPs are encouraged to provide more than

one. For progress reporting on extension request actions, please complete the “Progress Reporting” section in the table below.

*Text in red italics provides additional guidance and **must** be removed from the final version of this document. Copy and paste the table(s) to outline additional actions. Highlighted text **must** be replaced to reflect the information for the FIP. Black or white text **must not** be changed.*

### Action 1: Engage fishers and other key actors in the design of the grievance mechanism

<b>Action Description</b>	This action’s objective is to ensure fishers and other key stakeholders are included in the design of the GMs, to make them as inclusive as possible, increasing ownership and uptake from coop fishers. Over the last year, we worked to secure commitment from each cooperative to support the engagement of fishers, and we got coop leadership buy-in about the importance of this work. We will work with each cooperative to solicit input from their fishers on our draft proposed grievance mechanism, then incorporate their feedback into a final GM(s) that will cover the remaining 15 coops
<b>Expected Completion Date</b>	September 2024 (complete workshops by June then finalize the GM(s) in remaining time frame)
<b>Responsible Party(ies)</b>	Fish Friends (the NGO FIP Implementer): responsible for fisher engagement agenda development, logistics support, template for documenting fisher feedback. Also responsible for integrating feedback into the final GM(s). Coop leadership and designated fisher representatives: responsible for engaging fishers (e.g., explaining the process, inviting to participate, soliciting and documenting fishers’ feedback).
<b>Budget</b>	NGO team travel & onsite meetings XXXX USD Translation of final GM(s) into the two languages most commonly spoken by fishers, YYYY USD We have funding secured to cover these costs.
<b>Supporting Documentation Filename(s)</b>	Summary minutes from meeting with coop leaders each landing site (where they agreed to solicit fisher feedback)
<b>Additional Information (Required)</b>	
This action is new– it was not in our original 12-month extension request. We added this action because we determined that fisher engagement was essential to the success of this process. Our field team is currently only present in landing site A due to financial restrictions. Organizing meetings in landing sites B and C for some of the remaining cooperatives might be more difficult and incur higher costs.	

### Progress Reporting

Date	Supporting Documentation Filename(s)	Status

**Action 2: Make fishers aware of new/updated grievance mechanism(s)**

<b>Action Description</b>	Once the final GM is approved, there will be workshops held with the 15 remaining coops to ensure all coop fishers understand how to lodge complaints and how the remediation process works.
<b>Expected Completion Date</b>	December 2024
<b>Responsible Party(ies)</b>	NGO partner, coop leadership
<b>Budget</b>	Workshop preparation organization, staff travel XXXX USD We have these funds secured already
<b>Supporting Documentation Filename(s)</b>	N/A
<b>Additional Information (Required)</b>	
This is a new action that was not in our original 12-month extension. It overlaps, however, with some of our planned actions related to Requirement 1.3, Fisher Awareness of Rights.	

Progress Reporting		
Date	Supporting Documentation Filename(s)	Status

### Action 3: Implementation, testing, and improvement of the GM

<b>Action Description</b>	After workshops are held with fishers to understand how to file complaints and other grievances, the mechanism will be fully in effect and tested to see if the process works as intended. Surveys/interviews will be conducted with fishers after 3-6 months of implementation to understand whether the mechanism is being used and if any improvements can be made. We plan to assess the GM(s) across all 27 cooperatives via surveys/interviews—however, if we are unable to secure funding to include all cooperatives we will prioritize the 15 coops for which we supported the development of new/improved GMs.,
<b>Expected Completion Date</b>	June 2025
<b>Responsible Party(ies)</b>	NGO partner, coop leadership
<b>Budget</b>	GM staff time for processing and remediating complaints Staff travel for conducting surveys and interviews, NGO partner staff time for analysis XXXX USD We do not yet have funds to cover the assessment (the surveys/interviews) but we have requested these funds from the FIP market.
<b>Supporting Documentation Filename(s)</b>	Request for funding that was shared with FIP participants
<b>Additional Information (Required)</b>	
A version of this action was included in our original 12-month extension– it has been updated here to reflect shifts in our approach between the 12 coops with existing GMs and the other 15 coops. We recognize that the timeframe for this action extends beyond the 12-months for this requested extension, since it will feed into our ongoing appraisal of effectiveness of GMs in the FIP.	

<b>Date</b>	<b>Supporting Documentation Filename(s)</b>	<b>Status</b>

**[Please copy and paste the action and progress reporting tables from above as needed to list all the planned actions.]**