

Human Rights and Social Responsibility Policy

**Requirement 1.4 Grievance Mechanism**

Exemption Request Form

Version 1.0, April 2022

*Please refer to the* [*Exemption Request Instructions*](https://fisheryprogress.org/resources/launching-fip) *for information regarding the exemption request process.*

# Requestor Information

**Full Name:**

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**Job Title:**

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**Organization:**

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# FIP Information

**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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# Rationale/Motivation

*Please select the best explanation for why the FIP requires additional time to meet the requirement by adding an “X” in the appropriate box:*

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One or more grievance mechanisms were identified but one or more do not currently meet the FisheryProgress criteria. Please indicate which criteria the mechanism(s) does not/do not meet by adding an “X” in the appropriate box:

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There is at least one grievance mechanism available to all fishers in the FIP.

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Each grievance mechanism provides a way for fishers to report complaints at least once every 24 hours.

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Each grievance mechanism outlines the full grievance and remedy process.

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No grievance mechanism exists.

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Other, please explain:

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*Please provide any additional information you think is relevant for FisheryProgress users or the FisheryProgress review team.*

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# Workplan Format

FIPs that are granted the temporary exemption must detail actions to work with FIP participants, civil society organizations, and/or other relevant partners to develop a grievance mechanism that meets the FisheryProgress criteria within 12 months. The FIP must provide an update on its progress at its future six-month or annual progress report (depending on where its regular reporting cycle falls).

FIPs can choose to integrate these actions into their broader social workplan, or they may outline actions below. *Please select which option the FIP has chosen by adding an “X” in the appropriate box:*

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Actions were integrated into the FIP’s broader social workplan. If this option is selected, please delete section 5 below and indicate which action(s) address the grievance mechanism:

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Actions are outlined below.

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# Workplan Actions

*Text in red italics provides additional guidance and* ***must*** *be removed from the final version of this document.*

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

Black *or* white *text* ***must*** *not be changed.*

*Complete the tables below for each Action and Task. You must provide at least one action, but you may choose to provide more than one. Copy and paste the table to outline additional tasks.*

# Action 1: Action Name

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| --- | --- |
| **Action Goal** | *Provide one sentence that describes the intended result of the action.* *For example, “to establish a communication channel for fishers to submit complaints while they are at-sea on long fishing trips.”* |
| **Action Description** | *Provide a brief summary of the steps involved in the action.* *For example, “The FIP will first engage a consultant to work with management and fishers to identify different options for establishing communication channels at-sea. Once different options have been identified, the fishing company management and the designated fisher representative will decide on the best option, and management will ensure resources are dedicated to set up and manage the on-board communication channel.”* |
| **Status** | *Note the status of the Action as one of the following:*Not Yet Started/On Track/Behind Schedule/Completed |
| **Start Date** | *Note the expected or actual start date of the Action, followed by either (Expected) or (Actual)* |
| **Completion Date** | *Note the expected or actual completion date\* of the Action, followed by either (Expected) or (Actual)**\*Note that this date cannot exceed 12 months from when the request was made.* |
| **Priority** | *Note the priority relative to other actions, based on what is necessary to meet the 12-month deadline.* |
| **Estimated Cost** | *Provide an estimate of the budget needed to complete the action* |
| **Responsible Parties** | *List all parties that will play a role in completing this action.* |
| **SRA PI(s) Addressed by the Action** | 2.1.1 Grievance reporting and access to remedy |
| **MSC PI(s) Addressed by the Action** | N/A |
| **Supporting Documentation Filename(s)** | *Optional – If you are providing any supporting documentation in a separate file, list the filenames here.* |
| **Additional Information** |
| *Provide any helpful additional information, for example any relevant background information or constraints.* |
| **Progress Reporting *(add a new row for each new progress report)*** |
| **Date** | **Supporting Documentation Filename(s)** | **Update/Results** |
| *Note the date of the update* | *Optional – If you are providing any supporting documentation in a separate file, list the filenames here.* | *Include any updates general to the Action here. Updates on tasks should go in the relevant task table. When the Action is completed, describe the overall results here.* |

# Action 1, Task 1: Task Name

*Optional - Tasks break actions down into specific steps that describe how the action will be accomplished. Using tasks is encouraged, but not required, to provide more clarity on how the FIP intends to complete each action. Should you choose to include tasks, use the below table for each Task in your workplan. Copy and paste the table to outline additional tasks. See below for an example.*

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| **Task Description** | *Optional - Provide a brief summary of the task here.* |
| **Status** | *Note the status of the Task as one of the following:*Not Yet Started/On Track/Behind Schedule/Completed/Canceled |
| **Start Date** | *Note the expected or actual start date of the Task, followed by either (Expected) or (Actual)* |
| **Completion Date** | *Note the expected or actual completion date\* of the Task, followed by either (Expected) or (Actual)**\*Note that this date cannot exceed 12 months from when the request was made.* |
| **Responsible Parties** | *List all parties that will play a role in completing this task* |
| **Additional Information** |
| *Provide any helpful additional information, for example any relevant background information or constraints.* |
| **Progress Reporting *(add a new row for each new progress report)*** |
| **Date** | **Supporting Documentation Filename(s)** | **Update/Results** |
| *Note the date of the update* | *Optional – If you are providing any supporting documentation in a separate file, list the filenames here.* | *Optional - Provide an update on the progress of the task, for example any constraints or barriers, or a more detailed explanation of the progress. Once the task is completed, describe the results here.* |