

**Appeal Application**

**Communicate with the reviewer before completing this application.** If a FIP implementer has concerns about the outcome of a reviewer’s decision or data on the site (either published or unpublished and under review), it is required that he/she first contact the reviewer (contact@fisheryprogress.org) to discuss these concerns, address questions, or correct inaccuracies in the reporting.

If a stakeholder unaffiliated with the FIP (e.g., the organization or individual is not a participant in the FIP) has concerns about the outcome of a reviewer’s decision or data on the site, he/she can submit a comment through the comment feature on a FIP’s profile. A FIP reviewer will follow up to discuss the concerns and the FIP will be contacted to provide additional information, if considered necessary by the reviewer.

If the concerns cannot be solved informally through conflict resolution, the FIP implementer or other stakeholder can enter into a formal appeals process by filling out the form below and sending it to the reviewer (contact@fisheryprogress.org).

**Contact Information**

|  |  |
| --- | --- |
| **Name:** |  |
| **Organization:** |  |
| **Position:** |  |
| **Email:** |  |
| **Phone:** |  |

**FIP Information**

|  |  |
| --- | --- |
| **FIP name:** |  |
| **FisheryProgress profile link:** |  |
| **Are you part of the FIP?** |  |

**Appeal Information**

|  |  |
| --- | --- |
| **Date appeal submitted:** |  |
| **Did you contact the reviewer to address these issues?** |  |

**Reason for Appeal**

*Reviewer Decision*

* Initial review outcome
* Progress review outcome
* Site status
* Consultant qualifications

*Evidence of Inaccurate Site Data*

* Evidence that a FIP didn’t complete an action or outcome
* Evidence that a score change is incorrect
* Evidence that a listed participant is not participating in the FIP

Please describe the issue/s below.

**Evidence**

Please provide credible evidence (submitted either as an attachment with the appeals template or via a hyperlink), and include an explanation below of how it supports your claim about the issue raised. Note that any appeals without credible evidence will be declined.

**Proposed Solution(s)**

If you have suggestions for how to resolve this issue, please share them below. Note that the final decision on appeals will be made by FisheryProgress’ Advisory Committee.

**Next Steps**

Below are the next steps in the appeals process:

* **Initial review.** A member of the FisheryProgress Technical Oversight Committee will review the appeal to confirm if it fits within scope and meets the requirements within three business days. If needed, a member of the Technical Oversight Committee may schedule a call to discuss the appeal or clarify questions with the appellant (and the FIP implementer or participant, if the appellant is an external stakeholder), and a call with the FisheryProgress review team to gather additional information and answer any outstanding questions. A majority of the TOC reviews the appeal and makes a recommendation to the Advisory Committee within 60 calendar days.
* **Final decision.** The Advisory Committee reviews the Technical Oversight Committee’s recommendation. If the Advisory Committee disagrees with the Technical Oversight Committee’s recommendation, a joint call will be held between the Advisory Committee and the Technical Oversight Committee to discuss the disagreement. At the end of the call, the Advisory Committee makes the final decision about how to proceed by majority rules. A final decision must be reached within 30 calendar days of the Technical Oversight Committee submitting its recommendation to the Advisory Committee.
* **Decision communicated.** Within one week of the decision, a member of the Technical Oversight Committee or Advisory Committee communicates the final decision back to the appellant (as well as the FIP implementer or participant, if appeal was filed by an external stakeholder). The communication will not be public, though the FIP may do its own communication about its status. FisheryProgress will maintain records of all appeals.