The background of the slide is a faded, grayscale image of a tropical harbor. On the left, there are several palm trees and some small, simple buildings. In the center and right, a row of fishing boats is docked along a pier. The water is calm, reflecting the boats and the sky. The overall scene is peaceful and suggests a coastal, possibly fishing, community.

# Designing an Effective FIP Workplan

FisheryProgress Seminar | May 2019

Jesse Marsh, Scaling Blue

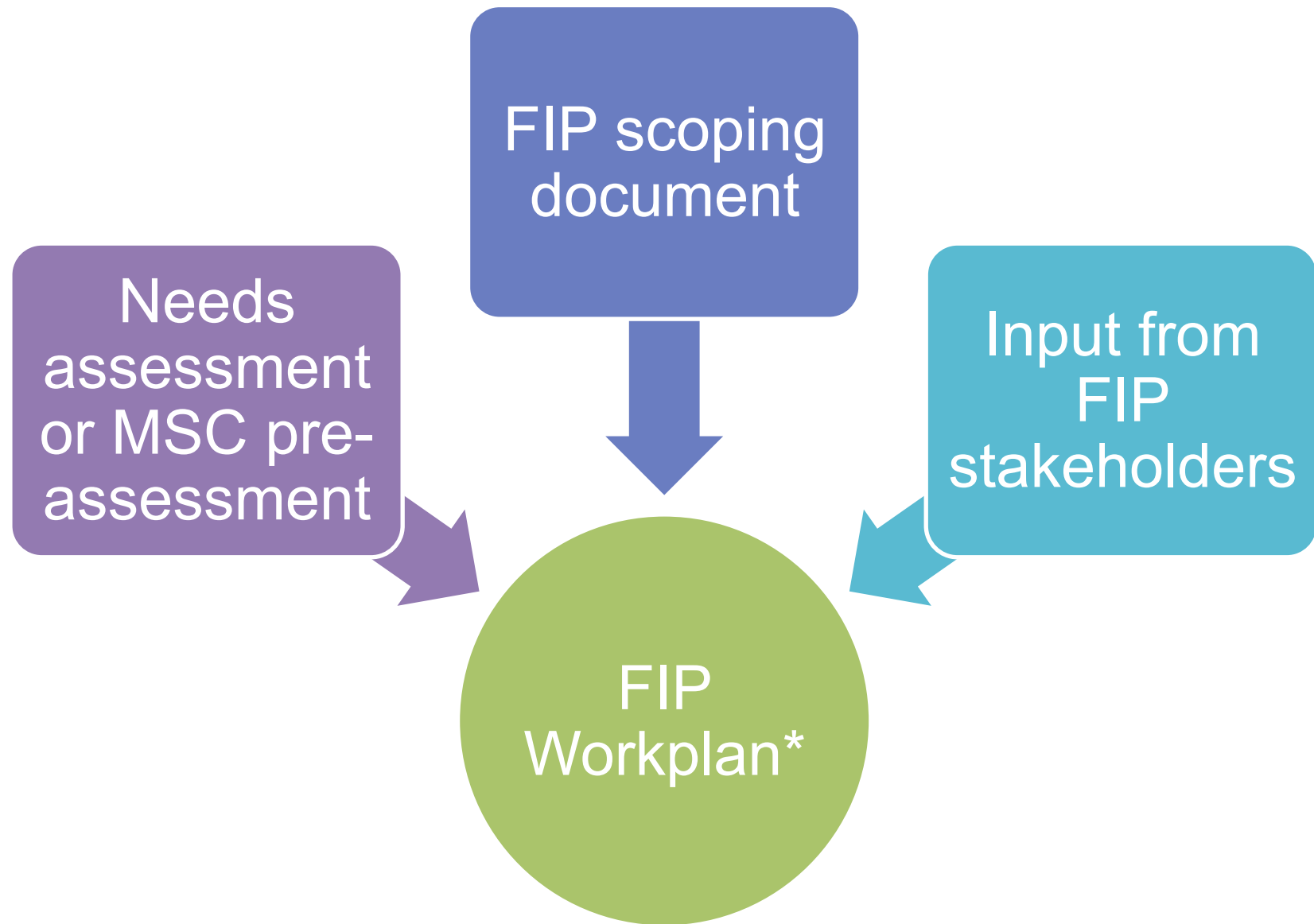
Amanda Stern-Pirlot, MRAG Americas

# Why does this matter?

- The workplan **maps out how the FIP will meet its objective(s)**
- An effective workplan **addresses gaps to improve fishery performance** toward acceptable levels

An ineffective workplan leads to resources spent with no guarantee of needed improvement





\*For comprehensive FIPs, the workplan must be developed with someone experienced with applying the MSC standard (see Consultant Criteria for Comprehensive FIPs on FisheryProgress)

# Essential Elements of a FIP Workplan

- Objectives
- Actions
- Tasks (optional)
- Responsible parties
- Timeframes/deadlines
- Metrics linked to MSC Performance Indicators
- Associated budget & estimated costs
- Can also include risks to achieving workplan

# Objectives

Define near-term scope of the FIP

Time bound  
(include an end date)

Measurable  
(by X date, FIP will accomplish Y)

Scope of objectives must be appropriate for FIP type

Use a maximum timeframe of 5 years\*

Linked to PIs and scoring issues\*

\*Recommended

# Morocco anchovy - purse seine

[Overview](#)[Details](#)[Improvement Progress](#)[Actions Progress](#)[Red Indicator Progress](#)

## Overview

### FIP Description

The Moroccan Anchovy Purse Seine Fishery fishes European anchovy (*Engraulis encrasicolus*) by purse seine in FAO area 34.

Other caught species include:

[MORE](#) ✓

### FIP Objective(s) ⓘ

The FIPs objectives are to:

- Promote the implementation of an effective Harvest Control Rule by the end of the FIP
- Improve data quality and quantity annually
- Ensure work is not being duplicated with continual evaluation of overlap of the sardine and anchovy fishery by 2021
- Evaluate the impact of the small pelagic fishery on the ecosystem, via modelling by 2023

### FIP Type ⓘ

Basic

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Please [login](#) to follow. ⓘ

## FIP at a Glance

**FISHERY STATUS** ⓘ FIP is addressing 28 of 28 indicators

### Current Status:

4%

25%

71%

**Starting Evaluation:** January 01, 2019

4%

25%

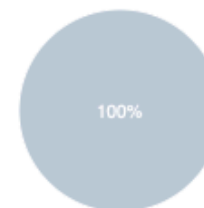
71%

## FIP PROGRESS

### Progress Rating ⓘ

NOT YET AVAILABLE

### Actions Complete



● Complete ● Incomplete

### Next Update Due ⓘ

OCT 2019

### Target End Date

JAN 2023

## Basic FIPs

- Objectives will address a **specific set of the environmental challenges** identified in the needs assessment to improve the fishery's performance against the MSC standard

## Comprehensive FIPs

- Objectives will address **all the fishery's environmental challenges** necessary to achieve a level of sustainability consistent with an unconditional pass of the MSC standard

What aspect of management?

By when?

1. Improve management of the fishery \_\_\_\_\_

January? December?

2. Meet the MSC standard by 2021

3. Demonstrate the fishery does not hinder the recovery of sea turtles, by the end of 2019

Which environmental impacts?

4. Reduce the environmental impact of the fishery

\_\_\_\_\_ By when?

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score

# Actions

- A major activity from the FIP's workplan that must be completed to address the deficiencies identified in the needs assessment or MSC PA
- Aligned with the FIP's objectives
- Include an action goal that describes the result of the action
- Include organizations or people responsible for completing each action/task
- Include a month/year deadline for completing each action
- Linked to the relevant performance indicators



## FIP at a Glance

**FISHERY STATUS** ⓘ FIP is addressing 28 of 28 indicators

### Current Status:



**Starting Evaluation:** February 01, 2017



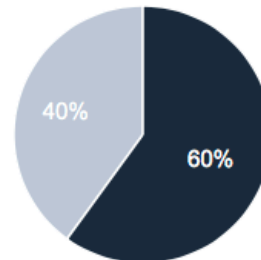
## FIP PROGRESS

**Progress Rating** ⓘ

**A**

ADVANCED  
PROGRESS

**Actions Complete**



● Complete ● Incomplete

**Next Update Due** ⓘ

SEP 2019

**Target End Date**

MAR 2020

## ADDITIONAL IMPACTS

**ROUNDTABLE**

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually					
Implement requirements for recording of seabird interactions in logbooks and collect data					
Use data collected during 2019 to assess likelihood of adverse impact of UoA on ETP birds					

# Tasks

- Optional but recommended
- Break actions down into specific steps that describe how the action will be accomplished
- Allow FIPs to more clearly demonstrate progress, which impacts the reviewer's ability to determine whether a score may have improved

Actions describe **what** the FIP is going to do, tasks describe **how** the FIP is going to do these things

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds.

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually.					

Task 1:

**Develop identification key for seabirds overlapping in range with the fishery, and seabird logbook.** The FIP implementer will work with a student/intern from the local university and with fishermen to design an identification key and recording logbook that is feasible to use on-board fishing boats.

Task 2:

**Develop crew training on seabird identification.** The FIP implementer will work with the fleet coordinator and local fishery manager to develop an in-person training with skippers and deck crew, showing them how to use the key to identify seabirds and record interactions in the logbook.

Task 3:

**Distribute keys and logbook sheets to each vessel** and obtain an MoU or other signed agreement that they will be used and seabird interaction data will be recorded. This may not be a regulatory requirement at this stage but skippers/crews should understand it to be mandatory.

# Objectives vs Actions vs Tasks

Objective	Action	Task

- A. Following consultation, the fishery manager will revise the draft FMP and take it to the fisheries commission for approval and implementation.
- B. Implement a Fisheries Management Plan with explicit short and long term objectives for sustainable stock management by January 2021.
- C. The fishery will have explicit long and short term objectives consistent with MSC's P1 and P2 by January 2024.
- D. After the first fishing season under the new FMP, the FIP implementer will evaluate the success of the new FMP and provide a report to the fishery manager and industry representatives.
- E. FIP implementer, fishery manager, and industry representative will draft a fishery management plan for the target stock in consultation with user groups.
- F. Update the FMP to include ecosystem-related objectives by January 2023.

# Objectives vs Actions vs Tasks

Objective	Action	Task
C	B	E
	F	A
		D

- A. Following consultation, the fishery manager will revise the draft FMP and take it to the fisheries commission for approval and implementation.
- B. Implement a Fisheries Management Plan with explicit short and long term objectives for sustainable stock management by January 2021.
- C. The fishery will have explicit long and short term objectives consistent with MSC's P1 and P2 by January 2024.
- D. After the first fishing season under the new FMP, the FIP implementer will evaluate the success of the new FMP and provide a report to the fishery manager and industry representatives.
- E. FIP implementer, fishery manager, and industry representative will draft a fishery management plan for the target stock in consultation with user groups.
- F. Update the FMP to include ecosystem-related objectives by January 2023.

# Linking Actions to Performance Indicators

- The completion of an action should have a direct impact on one or more Performance Indicators
- The expected impact should be explicit in the action plan
  - Where possible, to the Scoring Issue level
- Usually, the first PIs addressed in an action plan are information PIs. Why might this be?

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually	2.3.3 SI a				
Implement requirements for recording of seabird interactions in logbooks and collect data	2.3.3. SI a				
Use data collected during 2019 to assess likelihood of adverse impact of UoA on ETP birds	2.3.1 SI b				





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# Responsible Parties

- Organizations/ people responsible for completing each activity

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually	2.3.3 SI a	Skipper A and deckhand B, FIP implementers (WWF), Student D at University Y.			
Implement requirements for recording of seabird interactions in logbooks and collect data	2.3.3. SI a	Skipper A and deckhand B, WWF, Fishery manager C (for data collection and reporting),			
Use data collected during 2019 to assess likelihood of adverse impact of UoA on endangered seabirds	2.3.1 SI b	Fishery manager C, WWF, all skippers and deckhands (for continued data collection and reporting)			

Action	Responsible Parties
Codify existing fisheries management practices into a written Fisheries Management Plan with explicit short- and long-term sustainability objectives.	
Implement Electronic Monitoring on vessels as a means to improving catch accounting	
Implement a dockside sampling program to sample and record key data on the target species such as catch numbers, lengths and weight.	

# Timeframes/Deadlines

- An estimate of the timeframe needed to complete each activity and milestone (e.g., January 2015 – June 2015)
- Timeframes should not extend beyond the projected end date for the FIP





**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually	2.3.3 SI a	Industry, FIP implementers	December 2019 for completion of first round of training and dissemination of ID keys		
Implement requirements for recording of seabird interactions in logbooks and collect data	2.3.3. SI a	Industry, FIP implementers, managers (for data collection and reporting)	March 2020 to begin data collection and reporting September 2020 to begin reporting		
Use data collected during 2019 to assess likelihood of adverse impact of UoA on endangered seabirds	2.3.1 SI b	Managers, FIP implementers, Industry (continues data collection)	October 2020 for first report of interactions		

# Metrics & Key Performance Indicators

- Needed to enable the project participants to track progress, or lack thereof, over time and to communicate about the changes in the fishery
- Should be the associated MSC scoring issue changes that are expected to result from the completion of the action
- Sometimes a completed action will not result in a change to the scoring issue or PI

**Workplan objective 1:** By the end of 2020, demonstrate that the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually	2.3.3 SI a	Industry, FIP implementers	December 2019 for completion of first round of training and dissemination of ID keys	<60	<60
Implement requirements for recording of seabird interactions in logbooks and collect data	2.3.3. SI a	Industry, FIP implementers, managers (for data collection and reporting)	March 2020 to begin data collection and reporting September 2020 to begin reporting	<60	60
Use data collected during 2019 to assess likelihood of adverse impact of UoA on endangered seabirds	2.3.1 SI b	Managers, FIP implementers, Industry (continues data collection)	October 2020 for first report of interactions	<60	60

# Associated Budget

- Budget is often a separate document from the workplan but can also include costs in the workplan itself
- Includes costs and funding opportunities for each action
- Timeframe for budget should match timeframe for FIP workplan
- Contributions from multiple stakeholder groups



# FIP budget template

ACTIVITY	Annualized Budget (Unit, e.g., USD)					COST SHARE											
						Group/Org 1						Group/Org 2					
	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Percent	Year 1 (Unit, e.g., USD)	\$ Year 2	\$ Year 3	\$ Year 4	\$ Year 5	Percent	\$ Year 1	\$ Year 2	\$ Year 3	\$ Year 4	\$ Year 5
<b>FIP Development</b>																	
Needs assessment (basic FIPs) or MSC Pre-assessment (comprehensive FIPs)																	
Scoping Document																	
FIP Work Plan Development																	
<b>SUB TOTAL</b>																	
<b>FIP Activities</b>																	
<b>EXAMPLE:</b>																	
Activity 1.1.1: Scientific data collection sampling programme	33,500	26,000	20,000	20,000	20,000	25%	8,375	6,500	5,000	5,000	5,000	50%	16,750	13,000	10,000	10,000	10,000
<i>Add rows as needed</i>																	
<b>SUB TOTAL</b>	33,500	26,000	20,000	20,000	20,000		8,375	6,500	5,000	5,000	5,000		16,750	13,000	10,000	10,000	10,000
<b>FIP Management and Monitoring &amp; Evaluation (M&amp;E)</b>																	
FIP Lead																	
FIP Coordinator																	
FIP Consultant for M&E																	
MSC Full Assessment (only applies to FIPs with an end goal of becoming MSC certified)																	
<b>SUB TOTAL</b>	-	-	-	-	-		-	-	-	-	-		-	-	-	-	-
<b>TOTAL FOR FIP</b>	33,500	26,000	20,000	20,000	20,000	-	8,375	6,500	5,000	5,000	5,000	-	16,750	13,000	10,000	10,000	10,000

# Making Course Corrections

If a FIP does not achieve the actions in its workplan within the specified timeline, the FIP should:

- Report the reasons deadlines were missed
- Update the workplan to reflect adjusted actions and deadlines

**Workplan objective 1:** By the end of 2020, demonstrate the fishery's impact on endangered seabirds

Action	PI/SI link	Responsible parties	Deadline	Current score	New score
Develop and implement crew training and identification key for seabirds to be repeated annually.	2.3.3 SI a	Skipper A and deckhand B, FIP implementers (WWF), Student D at University Y.	December 2019 for completion of first round of training and dissemination of ID keys	<60	<60
<b>Action 1 Completed on schedule– evidence available is seabird ID key and example logbook recording sheet (both uploaded to FP.org) and crew training certificates of completion (available upon request)</b>					
Implement requirements for recording of seabird interactions in logbooks and collect data	2.3.3. SI a	Skipper A and deckhand B, WWF, Fishery manager C (for data collection and reporting),	March 2020 to begin data collection and reporting September 2020 to begin reporting	<60	60
<b>Action 2: Delayed completion. All training has been completed and keys and logbook forms distributed, however, Fishery Manager C went on maternity leave, and there has been no replacement for her appointed. There has been a delay in the ability to collect and check the submitted logs and produce a report. This will now not occur until June 2021. This affects all subsequent workplan deadlines. An updated workplan has been produced.</b>					

# Resources

- FisheryProgress FIP Review Guidelines
- FisheryProgress glossary
- Workplan templates
- Additional resources on FisheryProgress
- FisheryProgress FIP review team!

# Resources

## Resources

General Resources

FIP Templates

Consultant Criteria for  
Comprehensive FIPs

Guidance for Buyers

Glossary

Telling Your Success  
Story

日本語版: FIPプロ  
フィールレポート

FisheryProgress has created a collection of resources from FIP experts around the world.

1. [General resources](#) that cover the lifespan of a FIP.
2. [FIP Templates](#). Templates and resources that provide guidance on developing and launching a FIP.
3. [Comprehensive Consultant FIP Criteria](#)
4. [Guidance for buyers](#). Resources for seafood buyers as they consider sourcing from and engaging in fishery improvement projects.
5. [Glossary](#) of terms used in this site.
6. [Telling Your Success Story](#)
7. [日本語版: FIPプロフィールレポート](#)

If you're interested in having a resource listed on any of the Resources pages, please [contact us](#).



## General Resources

### Resources

#### General Resources

FIP Templates

Consultant Criteria for  
Comprehensive FIPs

Guidance for Buyers

Glossary

Telling Your Success  
Story

日本語版: FIPプロ  
フィールレポート

### Resources providing guidance that cover the lifespan of a FIP.

#### [Conservation Alliance Guidelines for Supporting Fishery Improvement Projects](#)

The Conservation Alliance's updated guidelines for FIPs, including the criteria for basic and comprehensive FIPs, serve as the foundation for FisheryProgress. [\[Spanish version\]](#)

#### [Marine Stewardship Council Fishery Improvement Tools](#)

Information for FIPs improving toward MSC certification, including pre-assessment and action plan tools; tracking tools; and information about finding a consultant and MSC's capacity-building training program.

#### [Sustainable Fisheries Partnership FIP Toolkit](#)

World Wildlife Fund [FIP Resources](#) and [FIP Handbook: Guidelines for Developing Fishery Improvement Projects](#) [\[Spanish version\]](#) [\[Bahasa Indonesia version\]](#)

# Launching a FIP

## Resources

[General Resources](#)

### FIP Templates

[Consultant Criteria for Comprehensive FIPs](#)[Guidance for Buyers](#)[Glossary](#)[Telling Your Success Story](#)[日本語版: FIPプロフィールレポート](#)

Templates and resources that provide guidance on developing and launching a FIP.

### Pre-Assessment/ Needs Assessment

During the FIP development stage, the fishery's performance is evaluated and stakeholders are recruited to participate in the project. A completed [FishSource profile](#) or a [Seafood Watch report](#) can also be used as a needs assessment for basic FIPs.

**Marine Stewardship Council Pre-Assessment:** [Reporting Template v3.1](#)

**Rapid Assessment Tool:** The Rapid Assessment tool can be used as a Needs Assessment for Basic FIPs on FisheryProgress. Click the following for the [Methodology](#) and [Template](#).

### Scoping Document

A scoping document summarizes the results of the needs assessment and recommends strategies for addressing the fishery's challenges.

[Basic & Comprehensive FIP Scoping Document Templates](#)

### Workplan

A fishery improvement project must develop and implement a workplan, designed to address the deficiencies in the fishery necessary to achieve the project's objectives.

[Workplan Template](#)

# Workplan Template

<b>Action Number and Name</b> <i>One sentence description</i>	
<b>Action Goal</b> <i>One sentence that describe the result of the action</i>	
<b>Action Description</b> <i>Brief summary of the steps involved in the action and importance of the action in achieving the FIP objectives</i>	
<b>Expected Completion Date</b>	
<b>Priority</b> <i>Based on the implementers criteria: e.g., lowest scoring issues are high priority or actions that are necessary to complete before beginning other actions are high priority</i>	
<b>Estimated Cost</b> <i>An estimate of the budget needed to complete the action</i>	
<b>Responsible Parties</b> <i>List of participants</i>	
<b>MSC PI(s) Addressed by the Action</b>	



<b>Action Number and Name</b> <i>One sentence description</i>	1. Seabird ID and Training
<b>Action Goal</b> <i>One sentence that describe the result of the action</i>	Skippers and crew can identify seabirds interaction with the fishery
<b>Action Description</b> <i>Brief summary of the steps involved in the action and importance of the action in achieving the FIP objectives</i>	Develop and implement crew training and identification key for seabirds to be repeated annually
<b>Expected Completion Date</b>	December 2019
<b>Priority</b> <i>Based on the implementers criteria: e.g., lowest scoring issues are high priority or actions that are necessary to complete before beginning other actions are high priority</i>	High
<b>Estimated Cost</b> <i>An estimate of the budget needed to complete the action</i>	USD 1,500
<b>Responsible Parties</b> <i>List of participants</i>	Skipper A and deckhand B, FIP implementers (WWF), Student D at University Y
<b>MSC PI(s) Addressed by the Action</b>	2.3.3. Scoring Issue A

# Questions?

