Six-Month Progress Report Information

For the six-month progress report, you will need to provide a comprehensive update on progress for ALL actions. To do this:

- Go into your FIP profile, click the “Edit” tab and then the “Actions” tab. For every action, add a narrative update in the text description field (add to existing text, do not delete it) that includes the date.

**EXAMPLE:**

- If you have completed an action, check the tick-box at the bottom of the edit interface that says “Action completed” (see below) and provide an explanation along with supporting evidence.

**Important notes**

- **What happens if I submit a late report?** To be considered complete, a FIP must submit its report and address any issues flagged by the reviewer. A report will be considered missed if not completed within one month of the deadline. If a report is missed, the FIP’s missed report deadline will be highlighted in red on the FIP overview page. If the FIP completes a missed report after one month, the red date will be removed.
from the FIP profile but the report will still be considered missed. Two missed reports will render the FIP inactive.

- **When will my new info be published?** Typically, less than a week. Note that all updates must be reviewed and the FIP must address any issues flagged by the reviewer before the report will be published. Please handle issues promptly in order to avoid delay in publishing the updates.

- **More questions?** This PowerPoint and the FisheryProgress review guidelines are a good refresher on reporting. Email us if you have any issues. (albert@fishchoice.com, jeremy@fishchoice.com, and/or contact@fisheryprogress.org)!
Annual Progress Report Information

For the annual progress report, you will need to:

1) **Provide a comprehensive update on progress for ALL actions.** To do this:
   - Go into your FIP profile, click the “Edit” tab and then the “Actions” tab. For every action, add a narrative update in the text description field (add to existing text, do not delete it) that includes the date.

   **EXAMPLE:**
   
   **Action Name**
   
   Two to four words summarizing the focus of the action. Example: “Define unit stock for country’s lobster.”
   
   1. Rebuild Local Salmon Stocks

   **Action Goal**
   
   One sentence describing the goal the action is intended to achieve. Example: “Determine what mode of management is most appropriate and precautionary (e.g., a single stock or divided in fishing bank).”
   
   Rebuild pink and chum salmon stocks in the Okhotskii District within four years.

   **Description**
   
   Briefly summarize the steps involved and why this action will help the FIP achieve its objective. Example: “The pre-assessment and scoping document considered the hypothesis that the country’s spring lobster stock may be shared with other countries, and also considered that the stock may be subdivided into different types of national and private fish.”

   **June 2018 update:** The client’s fisheries consultant has developed a detailed plan to; collect data on commercial catches of pink and chum salmon; improve escapement monitoring of local pink and chum salmon stocks; and, use the information to manage the fishery to achieve spawning escapements 70% or better of optimal levels. The plan will be implemented this fishing season and continue through at least 2021. This effectively completes the first task for this action. This action is currently on track.

   - If you have completed an action, check the tick-box at the bottom of the edit interface that says “Action completed” (see below) and provide an explanation along with supporting evidence.
   - **Even if there has been no progress for the action, an update is required.** In such a case, provide a brief explanation of the latest information in the text description field (ex: “June 2018 update: No progress has been made but we have a meeting scheduled in September 2018 with government to discuss X”).
   - Edit tasks related to each action, providing task results/evidence and marking those as “completed” as necessary.

2) **Provide updated scores for ALL indicators, including evidence for any score change.** To do this:
   - Go into your FIP profile, click the “Edit” tab and then the “Indicators” tab.
   - Add scores for each Performance Indicator for the latest year (for basic FIPs, continue to select N/A for the indicators that you are not addressing).
   - For any scores that have improved, **include sufficient justification for the score change referencing language used for each Scoring Guidepost in the MSC Standard v2.0**, and provide supporting evidence.
Important notes

- **What happens if I submit a late report?** To be considered complete, a FIP must submit its report and address any issues flagged by the reviewer. A report will be considered missed if not completed within one month of the deadline. If a report is missed, the FIP’s missed report deadline will be highlighted in red on the FIP overview page. If the FIP completes a missed report after one month, the red date will be removed from the FIP profile but the report will still be considered missed. Two missed reports will render the FIP inactive.

- **When will my new info be published?** Typically, less than a week. Note that all updates must be reviewed and the FIP must address any issues flagged by the reviewer before the report will be published. Please handle issues promptly in order to avoid delay in publishing the updates.

- **More questions?** This [PowerPoint](#) and the FisheryProgress [review guidelines](#) are a good refresher on reporting. Email us if you have any issues.

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