[Fishery improvement project name]

Social Workplan

For use by FIPs that have conducted a risk assessment based on the Social Responsibility Assessment Tool for the Seafood Sector (SRA)

*Template Version 1.1, February 2023*

|  |  |
| --- | --- |
| **Workplan Version and Date** |  |
| **Workplan developed by** (consultant or person) |  |
| **Start date** (expected) | **End date** (anticipated month/year) |
|  |  |

***Purpose – DELETE BEFORE FINALIZING***

*Developing a fishery improvement project (FIP) social workplan is an important, required step for FIPs that have high-risk-scoring performance indicators in their SRA. The purpose of this document is to outline the actions the FIP will take to improve those high risk indicators to at least a medium risk level. FIPs may optionally choose to include actions to improve medium-risk-scoring indicators as well, and they may optionally break each action down into more discreet tasks using this template.The FIP social workplan must be developed by a qualified individual or team as outlined in* [*the FisheryProgress Human Rights and Social Responsibility Policy*](https://fisheryprogress.org/social-responsibility/our-approach) *and should be developed in collaboration with all FIP stakeholders.*

*This template includes the important components of a workplan and provides the information needed to report progress on FisheryProgress.org – it must be used for both submission of the original workplan and for progress reporting updates. Upon completion, FIP workplans should be shared with all FIP stakeholders. This may necessitate translation from the local language into English or from English into the local language to ensure adequate understanding among all stakeholders.*

*Text in red italics provides additional guidance about information that should be included in each section and should be removed from the final version of this document.*

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

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*To update the Table of Contents once the workplan is complete, simply right click and select “Update Table..” and select “Update entire table.”*

**Acronyms**

*Optional: list abbreviations and acronyms used in the report here.*

|  |  |
| --- | --- |
| FIP | Fishery Improvement Project |
| SRA | Social Responsibility Assessment Tool for the Seafood Sector |

# About the FIP

*Optional: Provide a written description of the FIP, including the main targeted species, the location of the fishery and offloading ports, vessel and gear types used, the approximate number of vessels and/or fishers, the employers/companies operating in the FIP and the make-up of their workforce(s) (e.g. local, migrant, seasonal, permanent, employed directly or hired through a third party, organization, etc.), the estimated catch quantity of the fishery, the average length of time at sea, and any other characteristics that are helpful to understand the social aspects of the FIP. Be sure that all fishers in the scope are described. This should be the same description included in the FIP’s Risk Assessment.*

# Summary of Risk Assessment Results

*Optional: Include a summary of the SRA, including, for example, date conducted, key strengths and weaknesses and any other information relevant for understanding the workplan.*

# Introduction

*Optional: Include the below text and any additional information to help the reader understand the purpose of the workplan and the elements described within it.*

The FIP social workplan aims to help stakeholders understand the actions a FIP will take to make improvements in its social performance. The actions, when completed, are intended to result in an improvement to the scoring levels of relevant performance indicators (PI) in the FIP’s SRA (i.e., meeting the requirements of the next scoring guidepost for that PI). Within the workplan, detailed tasks may be documented for each action – this can be particularly useful for actions that are more complex or which have longer timeframes in order to help ensure the action is completed correctly and on-time, as well as to ensure responsibility for each task is clear.

# Workplan Overview

Performance indicators marked with an \* are the Core FisheryProgress SRA Indicators.

*Note the scoring category for each PI that was assessed in your last risk assessment by writing high, medium, or low. Note the Action(s) that address(es) each indicator by listing the action number in the column on the right.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **PI** | **Performance Indicator** | **Score (Risk Level)** | **Action #** |
| **Principle 1: Protect human rights, dignity and access to resources** | | | | |
| 1.1 Human and labor rights | 1.1.1\* | Abuse and harassment |  |  |
| 1.1.2a\* | Human trafficking and forced labor | high | 2 |
| 1.1.2b\* | Debt bondage in small-scale fisheries |  |  |
| 1.1.3\* | Child labor |  |  |
| 1.1.4\* | Freedom of association and collective bargaining |  |  |
| 1.1.5\* | Earnings and benefits | high | 2 |
| 1.1.6\* | Adequate rest | high | 2 |
| 1.1.7a\* | Access to basic services for worker housing/ live-aboard vessels |  |  |
| 1.1.7b | Access to basic services for small-scale fishing communities |  |  |
| 1.1.8\* | Occupational safety |  |  |
| 1.1.9\* | Medical response |  |  |
| 1.2 Access Rights | 1.2.1\* | Customary resource use rights |  |  |
| 1.2.2 | Corporate responsibility and transparency |  |  |
| **Principle 2: Ensure equality and equitable opportunity to benefit** | | | | |
| 2.1 Equality | 2.1.1\* | Grievance reporting and access to remedy |  |  |
| 2.1.2 | Stakeholder participation and collaborative management |  |  |
| 2.2 Equity | 2.2.1 | Equitable opportunity to benefit |  |  |
| 2.2.2\* | Discrimination |  |  |
| **Principle 3: Improve food, nutrition, and livelihood security** | | | | |
| 3.1 Food and nutrition security | 3.1.1a | Food and nutrition security impacts of industrial fisheries |  |  |
| 3.1.1b | Food and nutrition security for small-scale fishing communities |  |  |
| 3.1.2 | Healthcare |  |  |
| 3.1.3 | Education |  |  |
| 3.2 Livelihood security | 3.2.1 | Benefits to and within community |  |  |
| 3.2.2 | Economic value retention |  |  |
| 3.2.3 | Long term profitability and future workforce |  |  |
| 3.2.4 | Economic flexibility and autonomy |  |  |
| 3.2.5 | Livelihood security |  |  |
| 3.2.6 | Fuel resource efficiency |  |  |

# Actions

## Action # 1 Name

*Complete the table for each Action in your workplan. See below for an example. FIPs may optionally also break each action down into discrete tasks using the tables found later in this template.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Goal** | | *Provide one sentence that describes the intended result of the action* | |
| **Action Description** | | *Provide a brief summary of the steps involved in the action* | |
| **Status** | | *Note the status of the Action 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 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)* | |
| **Priority** | | *Note the priority based on the implementers criteria, e.g., lowest scoring issues or actions that are necessary to complete before beginning other actions may be higher priority* | |
| **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** | | *Include at least one PI that the Action addresses* | |
| **MSC PI(s) Addressed by the Action** | | *Optional – If the action also addresses MSC PI, list them here.* | |
| **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.* |

### Task #1 Name

*Optional - Tasks break actions down into specific steps that describe how the action will be accomplished. Using tasks is encouraged, but not required, in order 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. See below for an example.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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)* | |
| **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** | | | |
| **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.* |

## EXAMPLE ACTION AND TASKS: Employment terms and conditions

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Goal** | | Improve the fishers understanding of the terms and conditions of their employment | |
| **Action Description** | | Each fishing company will develop a standardized contract based on local laws and regulation and have it translated into the different languages spoken by fishers. Procedures and training will be developed to clearly communicate all terms and conditions of the contract to workers in a way they can understand, at the initial signing of the contract | |
| **Status** | | On Track | |
| **Start Date** | | December 2022 (Actual) | |
| **Completion Date** | | December 2023 (Expected) | |
| **Priority** | | High | |
| **Estimated Cost** | | $5,000 USD | |
| **Responsible Parties** | | Best Catch Fishing Company, We Love Fishers Fishing Company | |
| **SRA PI(s) Addressed by the Action** | | 1.1.2a: Human trafficking and forced labor  1.1.5: Earnings and Benefits  1.1.6: Working Hours | |
| **MSC PI(s) Addressed by the Action** | | n/a | |
| **Supporting Documentation Filename(s)** | | n/a | |
| **Additional Information** | | | |
| All current contracts will also be replaced once the new version is finalized. | | | |
| **Progress Reporting** | | | |
| **Date** | **Supporting Documentation Filename(s)** | | **Update/Results** |
| 5 Feb 2021 | n/a | | This Action was updated to include translating the contracts. |

### Draft a standardized contract

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Description** | | Draft a standardized contract based on local laws and regulations. | |
| **Status** | | Completed | |
| **Start Date** | | December 2022 (Actual) | |
| **Completion Date** | | February 2023 (Actual) | |
| **Responsible Parties** | | Best Catch Fishing Company, We Love Fishers Fishing Company, Workers Rights Legal Firm (supporting) | |
| **Additional Information** | | | |
| n/a | | | |
| **Progress Reporting** | | | |
| **Date** | **Supporting Documentation Filename(s)** | | **Update/Results** |
| April 2021 | * BestCatch\_Worker Contract.pdf * WeLoveFishers\_WorkerContract.pdf | | Both fishing companies have drafted a contract that was reviewed by Workers Rights Legal Firm. |

### Identify relevant languages and translate contract

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Description** | | Conduct outreach to fishers and captains to confirm what languages needed; identify and contract translator(s); translators complete the translations. | |
| **Status** | | In progress | |
| **Start Date** | | February 2023 (Actual) | |
| **Completion Date** | | April 2021 (Expected) | |
| **Responsible Parties** | | Best Catch Fishing Company, We Love Fishers Fishing Company, Workers Rights Legal Firm (supporting); translators (to be determined) | |
| **Additional Information** | | | |
| n/a | | | |
| **Progress Reporting** | | | |
| **Date** | **Supporting Documentation Filename(s)** | | **Update/Results** |
|  |  | |  |