Marine Stewardship Council

**Copyright notice**

The Marine Stewardship Council “ITM Fisheries Improvement Action Plan Template” and its content is copyright of “Marine Stewardship Council” - © “Marine Stewardship Council” 2019. All rights reserved.

Marine Stewardship Council

Marine House

1 Snow Hill

London EC1A 2DH

United Kingdom

Phone: + 44 (0) 20 7246 8900

Fax: + 44 (0) 20 7246 8901

Email: [standards@msc.org](mailto:standards@msc.org)

# Introduction and Overview

Many fisheries are making the improvements necessary to move towards sustainability with the goal of achieving MSC Certification. These efforts, often termed Fishery Improvement Projects (FIPs), use different approaches to identify actions that need to be taken to improve the fishery, and different ways of reporting the progress that is being made over time against these actions in documents often referred to as Work Plans or Improvement Action Plans. Most of FIPs involve multiple stakeholders and therefore a consistent method of documenting actions and progress is vital to ensure that the Action Plan delivers a level of performance consistent with meeting the MSC Fisheries Standard. The Action Plan should capture and report all necessary information in a practical way that is easily understood by all those involved or interested in the FIP.

The purpose of this template is to ensure quality and consistency in developing action plans for fisheries working towards meeting the Fisheries Standard and achieving MSC Certification. It can also be used to provide the information needed to use the [MSC’s Benchmarking and Tracking Tool (BMT).](http://www.msc.org/documents/developing-world/benchmarking-and-tracking-tool/benchmarking-and-tracking-tool-guidance-document)

**This version** **of the template** is designed to be used by fisheries engaged in the **In-Transition to MSC (ITM) Program** and in partial fulfilment of the ITM Program Requirements and Guidance - Pilot. It should be used together with the ITM Eligibility and Progress Reporting Templates and the BMT. The Action Plan should be developed after the fishery has undergone an MSC Pre-Assessment using the current version of the MSC Pre-Assessment Template. The Pre-Assessment should be ideally conducted by an accredited Conformity Assessment Body (CAB) in order to meet the ITM eligibility requirements.

The Action Plan report should document all actions at least at a Performance Indicator level, needed to improve the fishery to be at a level that is likely consistent with a conditional pass against the MSC Standard (≥80 draft scoring range) using the tables below.

## Table 1a: Action Plan Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fishery name:** |  | | **Start date** (expected)**:** |  |
| **Fishery location:** | | **Fishing method/gear:** | **End date** (anticipated month/year of entering Full Assessment): | |
|  | |  |  | |
| **Project leaders** (organisation/individual responsible for Action Plan)**:** | | | **Improvements recommended by** (meeting/group that supported the development)**:** | |
|  | | |  | |
| **ITM Project Manager** (name, affiliation and position if applicable)**:** | | | **Action Plan developed by** (consultant or person)**:** | |
|  | | |  | |
| **Overview of the Action Plan** (Add/delete as appropriate)**:** | | | | |
| Principle 1  Principle 2  Principle 3  Chain of Custody | | | | |
| **References** (document/s on which the Action Plan was based)**:** | | | | |
| Pre-Assessment Report – add as necessary | | | | |

## Table 1b: Action Plan Overview Performance Indicator detail – Optional

| **Performance Indicator (PI)** | **Action ID and Name** | **Timescale** |
| --- | --- | --- |
| 1.1.1 Stock status | A1 - Name  A2 - Name  A3 - Name | 1 year  6 months  1 year |
| 1.1.2 Stock rebuilding |  |  |
| 1.2.1 Harvest Strategy |  |  |
| 1.2.2 Harvest control rules and tools |  |  |
| 1.2.3 Information and monitoring |  |  |
| 1.2.4 Assessment of stock status |  |  |
| 2.1.1 Primary species outcome |  |  |
| 2.1.2 Primary species management |  |  |
| 2.1.3 Primary species Information & monitoring |  |  |
| 2.2.1 Secondary species outcome |  |  |
| 2.2.2 Secondary species management |  |  |
| 2.2.3. Secondary species Information & monitoring |  |  |
| 2.3.1 ETP species Outcome |  |  |
| 2.3.2 ETP species management |  |  |
| 2.3.3 ETP Species Information & monitoring |  |  |
| 2.4.1 Habitats Outcome |  |  |
| 2.4.2 Habitat management strategy |  |  |
| 2.4.3 Habitat information |  |  |
| 2.5.1 Ecosystem outcome |  |  |
| 2.5.2 Ecosystem management strategy |  |  |
| 2.5.3 Ecosystem information |  |  |
| 3.1.1 Legal and/or customary framework |  |  |
| 3.1.2 Consultation, roles & responsibilities |  |  |
| 3.1.3 Long-term objectives |  |  |
| 3.2.1 Fishery-specific objectives |  |  |
| 3.2.2 Decision-making processes |  |  |
| 3.2.3 Compliance & enforcement |  |  |
| 3.2.4 Monitoring and management performance evaluation |  |  |

# Actions at Performance Indicator and/or Scoring Issue level

## Table 2. Performance Indicator Action Plan table for Action xx [Replace with Action ID no]

[Complete a separate copy of Table 2 for each Action]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Action ID no | [Insert action ID no. e.g. A1] | | | | | |
| Action name | [Insert action title] | | | | | |
| Action summary | [This should be a summary of the overall goal of achieving this Action and the Tasks that are listed below] | | | | | |
| Performance Indicator(s) and/or Scoring Issue(s) | [Insert relevant PI and SI number(s) and text that action is aiming to improve e.g., PI 1.1.1a Target Species Stock Status] | | | | | |
| Date of completion | [Insert date that the final task that makes up an action will be completed] | | | | | |
| Task/s No. | **Responsible – Action lead** | **Responsible – Action partners** | **Resources – Cost** | **Resources - Time** | **Date of completion** | **Evidence of completion** |
| [Insert a list of tasks that need to be undertaken to complete an action in order of priority. Add more rows as necessary]  e.g.  A1-1 | [Insert stakeholder(s) that are responsible for undertaking the specific task] |  | [Insert resources that are required to complete task, including total budget and items with cost breakdown and currency. This may be budget or resources in terms of people days – see next column] | [Time: XX days of staff time where applicable] | [Insert the date that the task will be completed] | [Insert the means of evidence used to determine whether or not Task has been completed] |
| A1-2 |  |  |  |  |  |  |
| A1-3 |  |  |  |  |  |  |

# Action timescales and progress report

## Table 3: Evaluation against Action Plan Timescale Year X (complete a table for each year after Year 1)

| **Action ID and Name** | **Date of completion expected** | **Progress / outcome this year** | **Revised date of completion (if required)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Table 4a. Action plan score change table for Principle 1 Performance Indicators

[This should correspond with the Benchmarking and Tracking Tool]

| **Performance Indicator** | **Draft Scoring Range**  [Pre-Assessment]  **Year 0** | **Action(s) IDs**  [If improvement is needed] | **Expected PI draft scoring range change**  [The timeframes can be changed depending on the reporting needs of the FIP. The decision on what draft scoring range will be achieved in each year should be made based on the timeframes of the actions and the tasks in Tables 2 and 3. If there is more than one action needing to be completed to reach the next draft scoring range, then the date that the final action is completed should be entered here. This date can then be used to fill in the expected and actual draft scoring ranges in the MSC Benchmarking and Tracking Tool]. | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** |
| 1.1.1 Stock Status | [This should be the likely draft scoring range of the pre-assessment] | [These should link to the Actions in Table 2. An action may be linked to more than one PI] |  |  |  |  |  |  |  |  |
| 1.1.2 Stock rebuilding |  |  |  |  |  |  |  |  |  |  |
| 1.2.1 Harvest Strategy |  |  |  |  |  |  |  |  |  |  |
| 1.2.2 Harvest control rules and tools |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 Information and monitoring |  |  |  |  |  |  |  |  |  |  |
| 1.2.4 Assessment of stock status |  |  |  |  |  |  |  |  |  |  |

## Table 4b. Action plan score change table for Principle 2 Performance Indicators

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance Indicator** | **Draft Scoring Range**  **Year 0** | **Action(s) IDs** | **Expected PI draft scoring range change** | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** |
| 2.1.1 Primary species outcome |  |  |  |  |  |  |  |  |  |  |
| 2.1.2 Primary species management |  |  |  |  |  |  |  |  |  |  |
| 2.1.3 Primary species Information & monitoring |  |  |  |  |  |  |  |  |  |  |
| 2.2.1 Secondary species outcome |  |  |  |  |  |  |  |  |  |  |
| 2.2.2 Secondary species management |  |  |  |  |  |  |  |  |  |  |
| 2.2.3. Secondary species Information & monitoring |  |  |  |  |  |  |  |  |  |  |
| 2.3.1 ETP species Outcome |  |  |  |  |  |  |  |  |  |  |
| 2.3.2 ETP species management |  |  |  |  |  |  |  |  |  |  |
| 2.3.3 ETP Species Information & monitoring |  |  |  |  |  |  |  |  |  |  |
| 2.4.1 Habitats Outcome |  |  |  |  |  |  |  |  |  |  |
| 2.4.2 Habitat management strategy |  |  |  |  |  |  |  |  |  |  |
| 2.4.3 Habitat information |  |  |  |  |  |  |  |  |  |  |
| 2.5.1 Ecosystem outcome |  |  |  |  |  |  |  |  |  |  |
| 2.5.2 Ecosystem management strategy |  |  |  |  |  |  |  |  |  |  |
| 2.5.3 Ecosystem information |  |  |  |  |  |  |  |  |  |  |

## Table 4c. Action plan score change table for Principle 3 Performance Indicators

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance Indicator** | **Draft Scoring Range**  **Year 0** | **Action(s) IDs** | **Expected PI draft scoring range change** | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** |
| 3.1.1 Legal and/or customary framework |  |  |  |  |  |  |  |  |  |  |
| 3.1.2 Consultation, roles & responsibilities |  |  |  |  |  |  |  |  |  |  |
| 3.1.3 Long-term objectives |  |  |  |  |  |  |  |  |  |  |
| 3.2.1 Fishery-specific objectives |  |  |  |  |  |  |  |  |  |  |
| 3.2.2 Decision-making processes |  |  |  |  |  |  |  |  |  |  |
| 3.2.3 Compliance & enforcement |  |  |  |  |  |  |  |  |  |  |
| 3.2.4 Monitoring and management performance evaluation |  |  |  |  |  |  |  |  |  |  |

# Stakeholder Action Plans

|  |
| --- |
| The use of Stakeholder Action Plans is Optional. The Action Plan Report could include an individual action plan for each stakeholder that is responsible for delivery actions within the action plan. The report may also include signed agreements from the stakeholders that have been assigned a responsibility for a particular action. |

## Table 5. Stakeholder responsibilities

[Complete a separate stakeholder responsibilities table for each stakeholder group]

|  |  |
| --- | --- |
| Stakeholder | [Insert stakeholder name and contact information here] |
| Actions for which responsible | [Insert the Action IDs for which the stakeholder is responsible] |
| Tasks | [Insert tasks for which the stakeholder is responsible] |
| Date of completion | [Insert date that the tasks should be completed by] |

## Appendix. Stakeholder agreement to undertake actions