[Insert CAB logo] **Marine Stewardship Council fisheries assessments**

# [CAB]

# [Fishery name]

# MSC Fishery Announcement

# [Date]

*Instructions to CABs and assessment teams*

*This template details the information required from Conformity Assessment Bodies (CABs) when formally announcing the entry of a fishery into assessment, reassessment, scope extension, or transition assessment. The completed template will be published on the MSC website.*

*The CAB shall also submit the following additional information to the MSC database alongside the Fishery Announcement:*

* *Announcement Comment Draft Report.*
* *Client Document Checklist.*
* *Pre-assessment report (if one exists and was written by the CAB doing full assessment, otherwise the CAB should inform the MSC of the report’s author).*
* *Indicative assessment timeline.*

*Please complete all unshaded fields. All notes and guidance indicated in italics, please delete and replace with your specific information where relevant.*

*If an interpretation is used, CABs shall cite it in the relevant section of the report and include a hyperlink to the interpretation.*

*Corporate Branding:*

*This template may be formatted to comply with the Conformity Assessment Body (CAB) corporate identity. The CAB shall ensure that content and structure follow the template.*

*Examples of appropriate amendments are:*

* *A title page with the company logo;*
* *A company header and footer used throughout the report;*
* *Replacement of font styles;*
* *Inclusion of contact details for the assessment team members in relation to consultation*
* *Deletion of any sections that are not applicable;*
* *Deletion of introductory text or instructions; and,*
* *Addition of subheadings to improve clarity and readability.*

# Marine Stewardship Council fishery announcement

This document announces that the Fishery Name fishery is due to undergo a (re)assessment against the Marine Stewardship Council (MSC) Standard for sustainable fisheries. This process will determine whether or not the fishery is eligible to use the MSC ecolabel.

The document provides you with contact information for the Conformity Assessment Body that will be carrying out this (re)assessment, and information about how you may get involved in the assessment process.

Table 1: Fishery announcement

|  |  |  |
| --- | --- | --- |
| **1** | **Fishery name** | |
| *To be determined by the fishery client and the CAB.* | | |
| **2** | **Assessment type** | |
| *Indicate if this is an:*  *Initial assessment*  *First (second, third, etc.) reassessment*  *Scope extension assessment*  *Transition assessment* | | |
| **3** | **Reduced reassessment** | |
| *Yes/No - if the fishery qualifies for reduced reassessment, indicate so here and complete and refer to Appendix 4.*  *FCP v2.2 7.30.10, v2.3/3.0 7.31.10* | | |
| **4** | **Version details** | |
| **Document** | | **Version number** |
| MSC Fisheries Certification Process | | Version *0.0* |
| MSC Fisheries Standard | | Version *0.0* |
| Assessment tree | | *Default / Enhanced bivalve / Salmon / Introduced species / Other* |
| MSC General Certification Requirements | | Version *0.0* |
| **5** | **Statement that the UoA(s) and client/client group are within scope** | |
| *A clear statement from the CAB that the fishery entering assessment meets the scope requirements and labour eligibility requirements in the MSC Fisheries Standard v3.0 (Section 1), FCP v2.2/2.3/3.0 7.4* | | |
| **6** | **Unit(s) of Assessment - UoA(s)** | |
| *Include UoA(s) from the Announcement Comment Draft Report.* | | |
| **7** | **Overlapping UoAs - Harmonisation** | |
| *If relevant, state here that there are overlapping UoAs and complete Appendix 5* | | |
| **8** | **Certificate sharing statement** | |
| *Where certificate sharing is to be made available, the client needs to prepare and publish a statement of their understanding and willingness for reasonable certificate sharing arrangements. The arrangement should be addressed here, and a separate letter attached in Appendix 2 detailing the arrangement. If certificate sharing is not applicable, indicate so here.*  *FCP v2.2 7.12.2.b & 7.5.8.2, FCP v2.3/3.0 7.5.11.2.a and 7.10.2.b* | | |
| **9** | **Name of proposed team leader** | |
| *Provide the name of team leader and areas for which they are responsible. Explain how they meet the competency criteria in Annex PC and confirm they have no conflicts of interest in relation to the fishery under assessment. The CAB shall include in Appendix 1 a summary of the CV of the proposed team leader.*  *FCP v2.2 7.12.2.c, FCP v2.3/3.0 7.10.2.c* | | |
| **10** | **Name(s) of proposed team members** | |
| *Provide the names of team members and areas for which they are responsible. Explain how they meet the competency criteria in Annex PC and confirm that the assessors in question have no conflicts of interest in relation to the fishery under assessment. The CAB shall include in Appendix 1 summaries of the CVs of the proposed team members*  *FCP v2.2 7.12.2.c, v2.3/3.0 7.10.2.c* | | |
| **11** | **Assessment tree modifications** | |
| *If modifications are suggested to the default assessment tree, explain reasons for making modifications to the default tree and summarise what the draft tree proposed will contain. Attach the draft modified tree in Appendix 3.*  *If no modifications have been made complete with “No modifications were made to the assessment tree”.* | | |
| **12** | **Estimated timeline** | |
| *Include:*  *Indicative date by which the CAB expect the assessment to be completed and for certification to be awarded if the fishery is certified*  *Projected dates for key reports*  *Note the CAB shall upload a separate timeline to the MSC database (FCP v2.2 7.13.1, v2.3/3.0 7.11.1).* | | |
| **13** | **Site visit** | |
| *Include:*  *Date(s) of site visit*  *Location of site visit*  *A statement inviting participants to meet with the assessment team either in person or remotely.*  *If using the Risk-Based Framework (RBF), the following text:*  *“A key purpose of the site visit is to collect information and to speak to stakeholders with an interest in the fishery. For those parts of the assessment involving the MSC’s RBF see* [*http://www.msc.org/about-us/standards/methodologies/fam/msc-risk-based-framework*](http://www.msc.org/about-us/standards/methodologies/fam/msc-risk-based-framework)*. Please note we will be using a stakeholder-driven, qualitative analysis during the site visit. To achieve a robust outcome from this consultative approach, we rely on participation of a broad range of stakeholders with a balance of knowledge of the fishery. We encourage any stakeholders with experience or knowledge of the fishery to participate in these meetings”.*  *FCP v2.2 7.12.3 and Annex PF2.3, v2.3/3.0 7.10.3; MSC Fisheries Standard Toolbox v1.0* | | |
| **14** | **Stakeholder participation in the fishery assessment** | |
| * *For details of how stakeholders can participate in this fishery assessment, provide a link to the MSC’s* [*‘Engage with a fishery assessment’*](https://www.msc.org/what-you-can-do/engage-with-a-fishery-assessment#:~:text=A%20fishery%20assessment%20begins%20when,technical%20papers%2C%20reports%20and%20data.) *webpage* * *Provide a link to the ‘MSC Template for Stakeholder Input into Fishery Assessments’ (*[*here*](https://www.msc.org/docs/default-source/default-document-library/for-business/program-documents/chain-of-custody-supporting-documents/msc-template-for-stakeholder-input-into-fishery-assessments-v4-0.xlsx?sfvrsn=ff477696_6)*)* | | |
| **15** | **Stakeholder input on the Announcement Comment Draft Report stakeholder input deadline** | |
| *For initial assessment, allow 60 days for stakeholder input. For reassessment, allow 30 days for stakeholder input. (FCP v2.2 7.15.1.1-2, v2.3/3.0 7.13.1-2)*  *The CAB shall include a statement inviting stakeholders to provide input on the Announcement Comment Draft Report and how they should do so; and describe the other stakeholder input opportunities during the assessment. The CAB may use the following example text:*  The Announcement Comment Draft Report (ACDR) for this fishery assessment is now available for consultation on the fishery’s [Track a Fishery](https://fisheries.msc.org/en/fisheries/).  -  The ACDR provides indicative scoring and rationales and identifies where more information is needed. The draft scoring ranges are based on a desk-based review of information and documents submitted to the CAB by the fishery client.  The objective of the ACDR is to facilitate stakeholder input into the assessment and to ensure the fishery client, assessment team and stakeholders are better informed and prepared for the site visit. Stakeholders are encouraged to review the ACDR and to provide information and comments on the indicative scoring to the assessment team. Please use the ‘MSC Template for Stakeholder Input into Fishery Assessments’ for any submissions to ensure that your comments can be considered by the CAB.  Based on the information provided by stakeholders and further information gathering during the site visit, the draft scoring ranges will become scores. These scores may be higher or lower than the draft scoring ranges. The scores will be published in the next assessment report (the Public Comment Draft Report).  The ACDR is the first opportunity for stakeholders to participate in the fishery assessment process. If you are interested in this fishery assessment, it is important that you participate in the early stages of the fishery assessment. This includes providing input on the ACDR or meeting with the assessment team during the site visit. If you do not participate during these early stages, you will not be able to comment during the later stages of the assessment or submit a Notice of Objection.  Your comments on the ACDR will be published on the fishery’s [Track a Fishery](https://fisheries.msc.org/en/fisheries/) page ahead of the site visit.    For more information on participating in a fishery assessment please visit the MSC’s [Engage with a fishery assessment webpage.](https://www.msc.org/what-you-can-do/engage-with-a-fishery-assessment#:~:text=A%20fishery%20assessment%20begins%20when,technical%20papers%2C%20reports%20and%20data.?https://www.msc.org/what-you-can-do/engage-with-a-fishery-assessment) | | |
| **16** | **Deadline for stakeholder input on the Announcement Comment Draft Report** | |
| *For initial assessment and transition assessments allow 60 days for stakeholder input*  *For reassessment allow 30 days for stakeholder input (FCP v2.2 7.15.1.1-2, v2.3/3.0 7.13.1-2)* | | |

Submitted by:

Date:

# Appendix 1: Assessment team – summaries of CVs

*The CAB shall insert summaries of CVs of team leader and team members.*

*References: FCP v2.2 7.12.2.c, v2.3/3.0 7.10.2.c*

# Appendix 2: Client certificate sharing statement - delete if not applicable

*If applicable, the CAB shall insert client certificate sharing statement.*

# Appendix 3: Draft modified tree - delete if not applicable

*If applicable, the CAB shall insert the draft modified tree.*

# Appendix 4: Reduced reassessment - delete if not applicable

*Where a reduced reassessment is announced, the CAB shall include in the announcement a* *justification for reduced reassessment using the table below as per FCP v2.2 7.30.10, v2.3/3.0 7.31.10.*

Table 2: Reduced reassessment evaluation

|  |  |  |
| --- | --- | --- |
| **Criteria 1** | **Yes / No** | **Justification** |
| Fishery was covered under previous certificate or scope extension |  |  |
| **Criteria 2** | **Yes / No** | **Justification** |
| No conditions remained after 3rd surveillance audit |  |  |
| **Criteria 3** | **Yes / No** | **Justification** |
| Standard related stakeholder comments were addressed by 3rd surveillance |  |  |

# Appendix 5: Harmonisation – overlapping UoAs - delete if not applicable

*If relevant, the CAB shall identify overlapping UoAs in the table below.*

*Reference(s): FCP v2.2 Annex PB, including Table GPB1, v2.3/3.0 Annex PB*

Table 3: Overlapping Units of Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fishery name** | **Unit of Assessment** | **Certification status** | **Certification date** | **Performance indicators to harmonise** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Template information and copyright

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*The CAB shall delete the table below:*

Table 4: Template version control

|  |  |  |
| --- | --- | --- |
| **Version** | **Date of publication** | **Description of amendment** |
| 1.0 | 8 October 2014 | Date of issue |
| 2.0 | 17 December 2018 | Release alongside Fisheries Certification Process v2.1 |
| 2.01 | 28 March 2019 | Minor document change for usability |
| 2.1 | 25 March 2020 | Release alongside Fisheries Certification Process v2.2 |
| 2.2 | 26 October 2022 | Release alongside Fisheries Certification Process v2.3 and 3.0 |

A controlled document list of MSC program documents is available on the MSC website (<https://www.msc.org/for-business/certification-bodies/supporting-documents>).

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