

Insert CAB Logo or delete

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In-Transition to MSC (ITM) Program

Marine Stewardship Council

ITM Progress Verification Report

[Fishery name]

|  |  |
| --- | --- |
| Conformity Assessment Body (CAB) |  |
| ITM fishery |  |
| ITM project manager |  |
| Assessment type | ITM progress verification |
| Date of first progress verification |  |

Introduction

|  |
| --- |
| This template details the information required from Conformity Assessment Bodies (CABs) when verifying the progress of a fishery participating in Marine Stewardship Council (MSC) In-Transition to MSC (ITM) Program Pilot. It should be completed by the CAB with contributions from the ITM Project Manager as outlined in the ITM Program Requirements and Guidance – Pilot v1.1.  The template contains three main reporting sections:  **Section 1** provides an overview of all verification activities, findings, and decisions for the full duration of the fishery’s participation in the ITM program.  **Section 2** is for capturing information provided by the ITM Project Manager (‘self-reporting’) to record any key updates or changes relating to the fishery and any Performance Indicator (PI) level score changes achieved along with supporting evidence.  **Section 3** is for the CAB to record overall progress and progress at PI level for annual and additional verifications.  The same template shall be updated at each verification and the latest version shall be uploaded to the MSC Database in .pdf format as the Progress Verification Report along with the most recent version of the fishery’s Improvement Action Plan and Benchmarking and Tracking Tool as supplied by the ITM Project Manager. |

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1. Glossary

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| View the [MSC-MSCI Vocabulary](https://www.msc.org/docs/default-source/default-document-library/for-business/program-documents/chain-of-custody-supporting-documents/msc-msci-vocabulary-v1-3.pdf). Insert an optional glossary or list of acronyms used. Note that any terms defined here shall not contradict terms used in the MSC-MSCI Vocabulary. |

1. Report overview

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| --- |
| Guidance  **This section shall be filled in by the CAB.**  In **Table 2.1** the information should correspond to the Unit (s) of Assessment (UoAs) identified in the pre-assessment. Add additional rows for multiple UoAs. For vessel or fleet description, please include details about the number of vessels and vessel sizes of the UoA. This may require input from the ITM Project Manager.  In **Table 2.2** complete a row for each annual verification and add rows as required for any additional verifications such as expedited verification or if exceptional circumstances apply.  **Table 2.3** is for recording the decisions of the CAB relating to annual verifications or other possible events such as suspension or withdrawal (following Sections 3.3 and 3.6 of the ITM Program Requirements and Guidance – Pilot v1.1). Additional rows may be added as required. |

* 1. Unit(s) of Assessment (UoAs)

|  |  |
| --- | --- |
| **Table 2.1 – Unit(s) of Assessment (UoAs) from pre-assessment report** | |
| **UoA [enter number]** | **Description** |
| Species |  |
| Stock |  |
| Geographical area |  |
| Harvest method / gear |  |
| Fleet description (number of vessels and types) |  |
| Client group |  |
| Other eligible fishers |  |
| Justification for choosing the Unit(s) of Assessment |  |

* 1. Progress verification summary

|  |  |  |
| --- | --- | --- |
| **Table 2.2 – Entry and progress verification summary** | | |
| **Event** | **Date** | **Name/s of CAB and assessor/s** |
| Pre-assessment report | *dd/mm/yyyy* |  |
| Eligibility verification | *dd/mm/yyyy* |  |
| 1st progress verification | *dd/mm/yyyy* |  |
| 2nd progress verification | *dd/mm/yyyy* |  |
| 3rd progress verification | *dd/mm/yyyy* |  |
| 4th progress verification | *dd/mm/yyyy* |  |
| Other (expedited etc.) | *dd/mm/yyyy* |  |

* 1. Record of progress verification decisions

|  |  |
| --- | --- |
| **Table 2.3 – Progress verification and other decisions** | |
| **Verification/decision point** | **Decision or determination by CAB** |
| 1st progress verification | *Adequate / Inadequate* |
| 2nd progress verification | *Adequate / Inadequate* |
| 3rd progress verification | *Adequate / Inadequate* |
| 4th progress verification | *Adequate / Inadequate* |
| Additional verification required? | *Yes / No* |
| Date of additional verification | *dd/mm/yyyy* |
| Fishery suspended? | *Yes / No* |
| Date of suspension | *dd/mm/yyyy* |
| Fishery withdrawn? | *Yes / No* |
| Date of withdrawal | *dd/mm/yyyy* |

1. ITM Project Manager self-reporting

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| Guidance  **This section should be completed by the ITM Project Manager for each annual progress verification on request of the CAB (in terms of Section 3.2 of the ITM Program Requirements and Guidance – Pilot v1.1).**  **The ITM project manager shall have 30 days to submit the progress report from the day the request was received.**  Where references are required these should, where possible, include hyperlinks to publicly available documents, or document collections in digital file cloud storage, as is practical. |

* 1. Key updates or changes in the fishery

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| --- |
| Guidance  The ITM Project Manager shall outline in **Table 3.1** any notable changes to the fishery during the year since the pre-assessment and/or the last progress verification that could result in a lower draft scoring range at Principle or Performance Indicator level, including (but not limited to) changes to:   * Unit (s) of Assessment (UoA) * Fishery fleet or vessels * Management systems * Relevant regulations * Personnel involved in science, management, or industry * Scientific base of information, including stock assessments * Where enhanced fisheries, any updates on fishery’s position in relation to scope criteria * Other circumstances that might have hindered implementation of improvement actions   If no updates or changes occurred this should be stated. |

|  |  |  |
| --- | --- | --- |
| **Table 3.1 – Record of key updates or changes in the fishery** | | |
| **Principle** | **Key updates or changes** | **References** |
| **Principle 1** | | |
| Year 1 | *Provide bullet points of key updates or changes, or state of no changes occurred* | *Insert links to references or documents as necessary* |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| **Principle 2** | | |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| **Principle 3** | | |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |

* 1. Annual progress at Performance Indicator level

|  |
| --- |
| Guidance  **In this section the ITM Project Manager should supply information about expected and achieved score changes at the Performance Indicator (PI) level. Every year where a score change is due, more supporting evidence should be added as required. The rationale and key points sections should contain enough detail to allow the CAB to judge whether any score change is justified, and it should clearly link to the Improvement Action Plan. If no score change was due in a particular year this should be noted under the rationale or key points (e.g., “No score change”). If a score needed downward adjustment this should also be included. Any rationale should be supported by** references, including hyperlinks, to publicly available documents, or document collections in digital file cloud storage, as is practical. The **progress** indicated here should be according to the judgement of the ITM Project Manager and based on implementation of improvement actions during the period under assessment. |

* + 1. Principle 1 Performance Indicator level score changes and rationales

|  |  |  |
| --- | --- | --- |
| **Principle 1 – Performance Indicator level score changes and rationales** | | |
| **1.1.1 – Stock status** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **1.1.2 – Stock rebuilding** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **1.2.1 – Harvest Strategy** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **1.2.2 – Harvest control rules and tools** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **1.2.3 – Information and monitoring** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **1.2.4 – Assessment of stock status** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |

* + 1. Principle 2 Performance Indicator level score changes and rationales

|  |  |  |
| --- | --- | --- |
| **Principle 2 – Performance Indicator level score changes and rationales** | | |
| **2.1.1 – Primary Outcome** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.1.2 – Primary Management** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.1.3 – Primary Information** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.2.1 – Secondary Outcome** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | References: | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.2.2 – Secondary Management** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.2.3 – Secondary Information** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.3.1 – ETP Outcome** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.3.2 – ETP Management** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.3.3 – ETP Information** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.4.1 – Habitats Outcome** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.4.2 – Habitats Management** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.4.3 – Habitats Information** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.5.1 – Ecosystems Outcome** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.5.2 – Ecosystems Management** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **2.5.3 – Ecosystems Information** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |

* + 1. Principle 3 Performance Indicator level score changes and rationales

|  |  |  |
| --- | --- | --- |
| **Principle 3 – Performance Indicator level score changes and rationales** | | |
| **3.1.1 – Legal and customary framework** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.1.2 – Consultation, roles and responsibilities** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.1.3 – Long term objectives** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.2.1 – Fishery specific objectives** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.2.2 – Decision making processes** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.2.3 – Compliance and enforcement** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **3.2.4 – Management performance evaluation** | **Draft scoring range** | **Rationale or key points** |
| **Pre-assessment** | <60 / 60 – 79 / ≥80 | *Insert from the pre-assessment report* |
|  | **References:** | *Insert from the pre-assessment report* |
| **Year 1** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 2** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 3** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |
| **Year 4** | <60 / 60 – 79 / ≥80 | *Include rationale and key points here* |
|  | **References:** | *Include references here* |
|  | **Progress:** | *On track / behind, etc.* |

1. CAB progress verification

|  |
| --- |
| Guidance  **This section shall be completed by the CAB** at each annual and for any additional progress verifications. It should be done after reviewing the self-reporting information provided by the ITM Project Manager in Section 3 of this template and the most recent version of the fishery’s Improvement Action Plan and BMT score. |

* 1. Overall progress status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 4.1 – Overall progress status for annual verifications** | | | | |
| *[Columns may be added for additional verifications]* | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Type of progress verification** | *Onsite / Offsite* | *Onsite / Offsite* | *Onsite / Offsite* | *Onsite / Offsite* |
| **Justification for type of verification used** |  |  |  |  |
| **Date on which self-reporting information was requested from ITM Project Manager?** | *dd/mm/yyyy* | *dd/mm/yyyy* | *dd/mm/yyyy* | *dd/mm/yyyy* |
| **Self-report information received within 30 days?** | *Yes / No* | *Yes / No* | *Yes / No* | *Yes / No* |
| **Where any stakeholders consulted during progress verification?** | *Yes / No* | *Yes / No* | *Yes / No* | *Yes / No* |
| **Number of PIs with an improved draft scoring range due** |  |  |  |  |
| **Number of PIs that are behind target** |  |  |  |  |
| **Number of PIs closed** |  |  |  |  |
| **Did exceptional circumstances apply?** | *Yes / No* | *Yes / No* | *Yes / No* | *Yes / No* |
| **If exceptional circumstances apply, specify to which PIs this was/is applicable?** |  |  |  |  |
| **Updated Action plan received and checked?** | *Yes / No* | *Yes / No* | *Yes / No* | *Yes / No* |
| **The timeframe for actions to be completed do not exceed 5 years from the entry date** | *Yes / No* | *Yes / No* | *Yes / No* | *Yes / No* |
| **Actual BMT index** |  |  |  |  |
| **Expected BMT index** |  |  |  |  |
| **Overall progress determination** | *Adequate / Inadequate* | *Adequate / Inadequate* | *Adequate / Inadequate* | *Adequate / Inadequate* |
| **Next scheduled progress verification** | *mm/yyyy* | *mm/yyyy* | *mm/yyyy* | *mm/yyyy* |

* 1. Status at Performance Indicator level

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| --- |
| Guidance  **Progress status options**: for PIs that scored ≥80 in the pre-assessment and are not included in the Action Plan = Not applicable; for PIs that scored below 80 with score increases due, choose from: Ahead of target / On target / Behind target / Exceptional Circumstances; PIs that have reached ≥80 during this verification = Closed; for PIs with no score change due, choose from: Likely / Unlikely - based on the most recent version of the Action Plan.  Any chosen status should be supported by a justification for the decision.  Rows can be added for additional progress verifications as needed. |

|  |  |  |
| --- | --- | --- |
| **Principle 1 – Performance Indicator level score changes and rationales** | | |
| **1.1.1 – Stock status** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **1.1.2 – Stock rebuilding** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **1.2.1 – Harvest Strategy** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **1.2.2 – Harvest control rules and tools** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **1.2.3 – Information and monitoring** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **1.2.4 – Assessment of stock status** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **Principle 2 – Performance Indicator level score changes and rationales** | | |
| **2.1.1 – Primary Outcome** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.1.2 – Primary Management** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.1.3 – Primary Information** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.2.1 – Secondary Outcome** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.2.2 – Secondary Management** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.2.3 – Secondary Information** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.3.1 – ETP Outcome** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.3.2 – ETP Management** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.3.3 – ETP Information** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.4.1 – Habitats Outcome** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.4.2 – Habitats Management** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.4.3 – Habitats Information** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.5.1 – Ecosystems Outcome** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.5.2 – Ecosystems Management** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **2.5.3 – Ecosystems Information** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **Principle 3 – Performance Indicator level score changes and rationales** | | |
| **3.1.1 – Legal and customary framework** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.1.2 – Consultation, roles and responsibilities** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.1.3 – Long term objectives** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.2.1 – Fishery specific objectives** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.2.2 – Decision making processes** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.2.3 – Compliance and enforcement** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |
| **3.2.4 – Management performance evaluation** | **Progress status** | **Justification** |
| **Year 1** | *Not applicable / Ahead of target / On target / Behind target / Exceptional circumstances / Closed / Likely / Unlikely* |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Year 4** |  |  |

1. Template information and copyright

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| --- | --- | --- |
| **Template version control** | |  |
| Version | Date of publication | Description of amendment |
| 1.0 (Pilot) | 30 September 2019 | N/A – new document as part of ITM Program Requirements and Guidance – Pilot v1.0 |
| 1.1 (Pilot) | 14 December 2020 | Separated Progress Reporting Template from combined Eligibility and Progress Reporting Template and made standalone document.  Added self-reporting section with guidance for ITM project manager.  Changes to formatting of section for CAB findings. |

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