FPIC Checklist

Step One: Build Internal Capacity

☐ Ensure the TNC team has the necessary competencies or can access them externally.

- Consider TNC’s Diversity Learning page as a resource on topics such as leveraging differences and creating inclusion
- TNC team should include expertise in languages, histories and cultures of the IPLCs involved, and be committed to collaboration and cross-cultural learning and communication

☐ Develop a Documentation Plan.

- Work collaboratively with the IPLC to develop the plan
- Agree on who will document what and in what format
- Identify a member of the TNC team who will maintain records per TNC requirements

☐ Understand host country legislation regarding FPIC requirements, remembering that TNC is committed to a process that may go above and beyond the local legal framework.

Step Two: Consultation Plan and FPIC Process

☐ Collaborate with the IPLC to create a Consultation Plan to include:

- A mutually agreed approach to an impact assessment, to include potential human rights impacts of proposed activities (should be updated as consultation discussions proceed):
  - Positive impacts
  - Negative impacts, including severity, probability and underlying causes of the risk
  - Proposed mitigation for potential negative impacts described above
  - Plan for tracking responses and outcomes and for communicating how impacts are being addressed
- Scheduling
- Budgeting
- Milestones
- Documentation

☐ Hold meetings at times and places of the IPLC’s choosing, including additional meetings or provisions for different social identities, if necessary.

☐ Document presentations made by TNC, IPLCs and others to record outcomes and agreements.
FPIC Checklist (Continued)

Step Three: Final Presentation and Seeking of Consent

☐ Conduct a final presentation or summary articulating TNC’s intentions and assurances in a concrete form upon which the IPLC’s determination of consent can be based.

- Tailor the presentation to the context and IPLC expectations
- In the case of oral, ceremonial or other customary practices, TNC may want to consider keeping written documentation for its records:
  - Document who attended
  - Take minutes
  - Keep a written record of the presentation

☐ If consent is granted:

- Agree on the form consent takes
- Make sure IPLC concerns and suggestions are incorporated in any Consent Agreement
- Document who participated in Consent Agreement meetings
- Create a plan for when and how to periodically revisit the Consent Agreement