

## 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