



FPIC360°: FPIC Monitoring and Verification Tool Framework

FPIC360° is an Equitable Origin initiative in partnership with the Roundtable on Sustainable Biomaterials (RSB) and the Coordinator of Indigenous Organizations of the Amazon River Basin (COICA), with support from the ISEAL Innovation Fund, which is supported by the Swiss State Secretariat for Economic Affairs SECO.¹

1) THE PROCESS

1. ESTABLISH THE SCOPE OF THE PROJECT
Action: 1.1 Define project activities
<ul style="list-style-type: none"> ▪ <i>A list or schedule of known and expected project activities and their details, including their timeframes, locations etc.</i>
2. ESTABLISH THE PROJECT DEVELOPER’S OBLIGATION TO ACHIEVE FPIC
Action 2.1 National legal obligations
Carry out an assessment of host country legislation regarding FPIC requirements.
<ul style="list-style-type: none"> ▪ <i>A legal registry that clearly describes the obligations of your host country toward safeguarding Indigenous Peoples’ rights.</i> ▪ <i>Documented gap analysis between the Project Developer’s organizational policy and national legal obligations identified in the legal registry.</i> ▪ <i>Interviews with relevant company personnel demonstrating that these obligations are understood.</i>
Action 2.2 International standards
Carry out a gap analysis between national legal obligations and international standards and identify potential gaps which may compromise effective safeguarding of Indigenous Peoples rights.
<ul style="list-style-type: none"> ▪ <i>Documented records of searches of relevant international standards and consideration of how these apply to the context of the project being proposed.</i> ▪ <i>A registry of requirements relating to international human rights law and any voluntary or industry standard that the company is committed to, including gap analyses between these and the national legal obligations identified in 1.1.</i>
3. ESTABLISH WHO ARE THE RIGHTS-HOLDERS TO FPIC

¹ Disclaimer: The views expressed in this document are those of the author(s) and do not necessarily represent those of the ISEAL Secretariat, ISEAL members, or donor entities to the ISEAL Innovations Fund.

Action 3.1 Map the rights-holders who may be impacted by the company's operations, through an appropriately gender-balanced, culturally appropriate and inclusionary assessment process.

- *A co-owned rights-holder map that has been created through an inclusionary, participatory process which has been approved and signed by all actors in the FPIC process, detailing, for example, who may be impacted by the project, by category of impact, gender, age, household income and location, what rights they are entitled to.*
- *NOTE: Assurance provider / auditor may need to conduct their own rights-holder mapping exercise to ensure that no key groups have been omitted.²*
- *Inclusion of a rationale for any differential treatment between potentially affected Indigenous Peoples' communities and other local communities.*
- *Documented evidence that customary rights have been identified and acknowledged within the rights-holder map, in addition to legal rights.*
- *Documentation of any conflicting claims, and measures that were taken to mediate and resolve these conflicts.*
- *Interviews or surveys with community members that confirms there are not outstanding conflicts.*
- *Interviews or surveys with community members that confirms they feel they were sufficiently trained to participate in the rights-holder mapping, and that they were able to participate effectively in the process.*
- *Interviews or surveys with community members that confirms they were sufficiently compensated to be able to participate in the rights-holder mapping.*
- *Interviews or surveys of how the results of this process have been communicated and made accessible to all other community members.*
- *Interviews with community members that confirms the results of this process have been received and understood.*

4. ESTABLISH THE WILLINGNESS OF POTENTIALLY AFFECTED RIGHTS-HOLDERS TO CONSIDER THE PROPOSED PROJECT

Action 4.1 Hold an initial meeting with rights-holders identified in 2.1 who may be impacted by the proposed project, to present the project and establish whether they would be willing to consider it.

- *Documented evidence of a community meeting having been called.*
- *Documented evidence of the presentation given by the Project Developer about the proposed project that clearly shows the content of the presentation and information communicated to the meeting attendees.*
- *Interviews or surveys with meeting attendees clarifying that the content of the Project Developer's presentation was presented in a format and language that was understood and culturally appropriate.*
- *Signed meeting minutes that detail the willingness of the community to consider the proposed project.*

5. ESTABLISH HOW THE PROPOSED PROJECT MAY IMPACT IDENTIFIED RIGHTS-HOLDERS

To inform rights-holders about potential impacts of the proposed project and its associated activities, a cultural, social, environmental and human rights impact evaluation must first be carried out to identify the level of potential positive or negative impact upon their rights, the rights to land, resources, way of life and cultural integrity.

² See: the UN Guiding Principles Reporting Framework, Guidance Part II: Assurance of Human Rights and Reporting.

Action 5.1 Social, cultural, environmental, and human rights impact evaluation design

Design a social, cultural, environmental and human rights impact evaluation in collaboration with community representatives that will adequately assess the level of potential impact that the proposed project may have upon identified rights-holders.

- *Documented evidence that community representatives were engaged in advance of the impact evaluation and participated in the design of the evaluation.*
- *Documented agreement on the format, scope and content of the evaluation to be conducted, including who will conduct it.*
- *Documented evidence that impacts on customary rights have been considered within the scope of the impact evaluation, in addition to legal rights.*
- *Documented evidence that the rights-holder map (developed under Activity 2) is properly considered in the impact evaluation design.*
- *Assessment of community capacity (time, resources, skills) to participate in the impact evaluation and measures taken to ensure sufficient capacity.*
- *Written or recorded evidence of interviews with relevant company personnel demonstrating that Indigenous Peoples' rights are understood and that they have all been considered within the design impact evaluation.*
- *Documented interviews with community members that confirms they feel they were sufficiently trained and compensated to participate in the impact evaluation design.*

Action 5.2 Social, cultural, environmental impact evaluation implementation

Implement the cultural, social and environmental impact evaluation in collaboration with community representatives to assess the level of potential impact that the proposed project may have upon identified rights-holders.

- *Documented evidence that community representatives were engaged in advance of the impact evaluation and participated in the design of the evaluation.*
- *Documented evidence of the impact evaluation having been conducted – where, when and by who.*
- *Documented interviews with community members that confirms they feel they were sufficiently trained and compensated to participate in the impact evaluation implementation.*

Action 5.3 Communication of potential social, cultural, environmental impacts

Communicate the results of the cultural, social and environmental impact evaluation in culturally appropriate, language-appropriate and publicly accessible formats that allows their contents and implications to be fully understood by all project stakeholders.

- *Documentation of all potential impacts that may result from the proposed project and related activities in relevant languages and/or formats to maximise comprehension by as many community members as possible, including women, the elderly, children and other marginalised groups.*
- *Documented evidence of the methods used to communicate this process and its outcome to community members.*
- *Written or recorded evidence of interviews with relevant community representatives demonstrating that these impacts are understood.*

6. ESTABLISH IF THE COMMUNITY WANTS TO ENTER INTO NEGOTIATIONS

Action 6.1 Establish whether or not the community is willing to enter into negotiation regarding the approval and implementation of the proposed, based on the results of the impact evaluation, and effective communication of these results to the community and assurance that these results are fully understood.

- *Documented evidence of a community meeting(s) having been called.*
- *Signed meeting minutes that detail:*
 - *The community has reached a consensus that they are willing to enter into negotiations based on the results of the impact evaluation.*
- *Signed attendance register.*
- *Documented evidence of how the results of this process have been communicated to all other community members.*
- *Documented evidence of interviews with community members that demonstrate they are willing to enter into negotiation based on the impact evaluation.*

7. NEGOTIATED AGREEMENTS

Action 7.1 Negotiate and come to an agreement with the community on the proposed project, impact mitigation, compensation, benefit sharing and grievance mechanism.

- *Documented evidence of a community meeting having been called.*
- *Signed meeting minutes that detail:*
 - *The agreement that has been reached, including impact mitigation, compensation, benefit sharing and grievance mechanism.*
 - *Conditions of the agreement e.g. that the project comply with specified international voluntary or industry Standards.*
 - *The monitoring system for monitoring compliance with the agreement.*
- *Signed attendance register.*
- *Documented evidence of how the results of this process have been communicated to all other community members.*
- *Independent verification of the process used to reach these negotiated agreements.*
- *Interviews or surveys with community members confirming:*
 - *They had sufficient time for the community to reach a consensus on the agreement using customary decision-making mechanisms.*
 - *That the decision was taken without any coercion.*
 - *The agreement was negotiated in accordance with the agreed process design.*
 - *They understood their rights, including the right to say no.*
 - *They felt they had sufficient institutional and technical capacity to negotiate the agreement.*
 - *IP perception of They considered the FPIC process to be culturally appropriate and inclusive of all community members.*
 - *That all community members understand all aspects of the negotiated agreement and its implications.*

8. ESTABLISH HOW SUSTAINABLE THE FPIC PROCESS IS

Action 8.1 Ongoing dialogue: Establish a mechanism for facilitating ongoing and open, two-way dialogue between the community and project developer.

- *Documentation of official and routine meetings both with community representatives on at least a monthly basis and with the wider community at least quarterly, detailing the number of consultation and participation activities that occur, including meetings, information dissemination, distribution of brochures/flyers and training.*
- *Demonstrated commitment to maintain and nurture relationships.*
- *Demonstrated commitment to continue consultation to maintain consent beyond its initial achievement.*
- *Documented evidence of consultation processes and agreements.*
- *Demonstrate the existence of open channels for communication, when possible e.g. phone, social media, radio, community groups etc.)*

Action 8.2: Monitoring and Evaluation

Establish a participatory mechanism for monitoring and evaluating compliance of the FPIC process against the documented agreement.

- *Documented evidence of an agreement between the community and the project developer that includes:*
 - *What constitutes ‘consent’*
 - *Criteria and indicators to be used for monitoring compliance with the agreed process.*
 - *Who will provide independent verification.*
- *Assessment of community capacity (time, resources, skills) to participate in the monitoring and evaluation of the process.*
- *Documented evidence taken of measures to ensure sufficient community capacity.*
- *Documented evidence of a positive and collaborative relationship existing between the community and the project developer, for example³:*
 - *No reported incidences of theft or vandalism on project developer property;*
 - *No evidence of anti-corporate groups being supported locally;*
 - *Interviews with community representatives clarify that they feel respected;*
 - *Requests from the community focus on trainings and skills rather than compensation.*

Action 8.3 Grievance and Remediation Mechanism

Establish a grievance and remediation mechanism for addressing claims in the event that the negotiated agreement (see Stage 7) is breached.

- *Documented evidence of an agreement between the community and the Project Developer regarding how the grievance mechanism and remediation plan should be designed and how it should function.*
- *Interviews or surveys with community members that demonstrate familiarity with the grievance mechanism, how it can be accessed and how it should be used to make claims.*
- *Assessment of claims made using the grievance mechanisms, including:*
 - *Types of grievances, including the FPIC process itself.*
 - *Whether they have been resolved.*
 - *Length of time they have taken to be resolved.*
 - *Total number of people / groups to have used the grievance mechanism.*

³ See *Preventing Conflict in Exploration: A Toolkit for Explorers and Developers*, pp.22-24.

2a) CONDITIONS FOR THE COMMUNITY

<p>Community representatives</p> <p>The community should have agreed through customary decision-making mechanisms which individuals and/or institutions will represent them in the FPIC process.</p>
<p>Action: Establish who will be representing the community throughout the FPIC process, and that they were selected by community members in a culturally acceptable manner.</p>
<ul style="list-style-type: none"> ▪ <i>Documented evidence of a community meeting having been called.</i> ▪ <i>Signed meeting minutes that detail the election of the community members or institutions who will represent the community during the FPIC process.</i> ▪ <i>Signed attendance register.</i> ▪ <i>Documented evidence of how the results of this process have been communicated to all other community members.</i>
<p>Gender</p> <p>Community representation allows for the meaningful participation of women.</p>
<p>Action: Establish how women participate in local decision-making mechanisms.</p>
<ul style="list-style-type: none"> ▪ <i>Documented analysis of local gender dynamics which identifies potential obstacles to meaningful participation in consultations for female community members</i> ▪ <i>Documented evidence that community representatives maintain open communication with all community members. This may be via relevant community organisations and associations.</i> ▪ <i>Documented participation of women in consultation meetings and/or meetings conducted exclusively with women.</i>
<p>Marginalised and vulnerable groups</p> <p>Community representation allows for the meaningful participation of all marginalised and vulnerable groups, including children, the elderly, those with disabilities and other marginalised or vulnerable groups within the community.</p>
<p>Action: Establish how marginalised or vulnerable groups, including children, the elderly, and those with disabilities, participate in local decision-making mechanisms.</p>
<ul style="list-style-type: none"> ▪ <i>Analysis of local representation dynamics which identifies potential obstacles to meaningful participation in consultations for community members who are typically marginalised.</i> ▪ <i>Documented evidence that the elected community representatives maintain open communication with all community members. This may be via relevant community organisations and associations.</i> ▪ <i>Documented evidence that where traditional or customary systems do not allow for meaningful participation of marginalised groups in formal negotiations, that best efforts have instead been made to integrate these groups into other community engagement processes to ensure that their voice is heard and has bearing on the consultation processes.</i> ▪ <i>Documented participation of marginalized or vulnerable groups in consultation meetings and/or meetings conducted exclusively with these groups.</i>
<p>Community consensus</p>

The community has sufficient time to reach a consensus through customary decision-making mechanisms regarding whether they will consider they proposed project and how they should approach the FPIC process.

Action: Establish that the community has reached a consensus through an appropriately gender-balanced and inclusionary process.

- *Documented evidence of a community meeting having been called.*
- *Signed meeting minutes that detail:*
 - *The community has reached a consensus that they will consider the proposed project.*
 - *The election of the community members or institutions who will represent the community during the FPIC process.*
 - *The preferred location chosen by the community for consultations regarding the FPIC process to take place.*
 - *The community decision-making mechanism and processes that the FPIC process needs to respect, including the amount of time the community representatives estimate they will need for communicating and consulting with the wider community.*
 - *Reference to relevant community protocols or “Planes de Vida.”*
- *Signed attendance register.*
- *Documented evidence of how the results of this process have been communicated to all other community members.*

Community institutional capacity: The community has sufficient institutional capacity to be able to effectively participate in an FPIC process.

Action: Establish that the community has sufficient institutional and technical capacity to be able to effectively participate in an FPIC process.

- *Documented evidence of existing decision-making, mediation and conflict resolution mechanisms.*
- *Evidence that the community has the capacity to store and maintain agreements and ensure access to the them for other members of the community e.g. via central archives, and also online.*
- *Evidence of the community having the opportunity for knowledge exchange with other communities or those who have participated in FPIC processes previously.*
- *Documented evidence of existing community protocols and/or “Planes de Vida” that detail:*
 - *The community’s cosmovision and how this informs their position vis-a-vis development projects*
 - *how this intersects with international and national rights.*
 - *This should include evidence of how they were developed via an inclusionary, participatory process.*
- *Documented evidence of a gap analysis carried out in collaboration with community representation to identify gaps in institutional and technical capacity. Documentation of efforts made to bridge any identified gaps and to strengthen community capacity by supporting the community to identify and recruit suitable third-party experts and/or organizations to advise on e.g. the development of a Plan de Vida via an inclusive, participatory process; capacity building trainings for strengthening institutional capacity, negotiation or public speaking skills.*

Technical knowledge and capacity: To ensure that the community has sufficient technical knowledge and capacity to participate in the FPIC process equitably.

Action: Prior to initiating the FPIC process, establish that the community has sufficient technical knowledge and capacity to participate in the FPIC process equitably.

- *Documented evidence of pre-consultation community engagement to identify gaps in technical knowledge or capacity.*
- *Demonstrated engagement of cultural experts/third parties to maximise understanding of local context and technical knowledge capacity, and potential issues as well as identify potential means of bridging these gaps.*
- *Documented evidence of measures put in place e.g. technical training or capacity building; recruitment of local technical advisory experts.*
- *Demonstrated facilitation of knowledge-sharing between project-affected communities to ensure that all parties are aware of both the positive and negative long-term cumulative effects of the project and how these are influenced by immediate decisions.*
- *Interviews or surveys with community members that confirms they feel they were sufficiently trained and compensated to participate in the FPIC process.*

Cross-cultural understanding: Mutual and cross-cultural understanding exists between the community and project developer prior to initiating the FPIC process.

Action: Prior to initiating the FPIC process, establish that sufficient cross-cultural understanding exists between the community and project developer for a consultation process to take place according to FPIC principles.

- *Documented evidence of pre-consultation interviews with relevant project personnel and community representatives to establish what cultural understanding is considered important by each party, and to what extent this is present or lacking.*
- *Documented engagement of cultural experts to maximise understanding of local context, cultural gaps and potential issues, as well as identify potential means of bridging these gaps.*
- *Documented evidence of measures put in place e.g. training or cultural exchange programmes designed to bridge identified gaps.*
- *Recognition of traditional or local knowledge within project developer's policy regarding Indigenous Peoples.*
- *Interviews or surveys with project personnel and community members that confirms they feel they were given sufficient cultural awareness training to participate in the FPIC process.*

2b) CONDITIONS FOR THE PROJECT DEVELOPER

Procedures and Processes

Action: Define an Operational Policy

Define a policy regarding Indigenous Peoples and FPIC that the company commits to follow in respect to the proposed project and make it publicly available.

- *A publicly available organizational policy on Indigenous Peoples and FPIC.*

Action: Carry out environmental, social, cultural and human rights baseline studies
<ul style="list-style-type: none"> ▪ <i>Publicly available environmental, social, cultural and human rights baseline studies, including evidence of who they were conducted by and when.</i>
Action: Establish a community grievance mechanism
<ul style="list-style-type: none"> ▪ <i>Publicly accessible mechanism for reporting and remediating social, environmental and cultural incidents that result from, either directly or indirectly, company activities.</i>
Designated project personnel
Action: Establish a designated team responsible for implementing the FPIC process.
<ul style="list-style-type: none"> ▪ <i>Documented recruitment or contracting of designated personnel.</i> ▪ <i>Documented policy or terms of reference defining roles and responsibilities of personnel.</i> ▪ <i>Interviews with the designated team that clarify their role regarding FPIC implementation and their suitability to represent the project developer during the FPIC process.</i>
Action: Establish a training programme on human rights and Indigenous Peoples for the designated personnel.
<ul style="list-style-type: none"> ▪ <i>Documented evidence of a training programme including detail of programme content and qualifications / proof of suitability of those delivering it.</i> ▪ <i>Record of participants' attendance.</i>
Participation in Multi-Stakeholder Working Group
Action: Establish a multi-stakeholder Working Group consisting of, at a minimum, the community representatives, project developer personnel, and representation from the relevant local government department/s, responsible for managing the FPIC process.
<ul style="list-style-type: none"> ▪ <i>A signed agreement between the community representatives, project developer and state that details the establishment of the Working Group and its role in the FPIC process.</i> ▪ <i>Interviews or surveys with Working Group members and the wider community to establish that it functions according to the signed agreement.</i>
Recognition of customary systems
Community customary decision-making mechanisms and structures are acknowledged and respected.
Action: Establish what the local decision-making mechanisms and structures are and how they work.
<ul style="list-style-type: none"> ▪ <i>Documented evidence that demonstrates understanding of what local decision-making mechanisms and structures exist, and that details, for example, how they work, who they involve and what temporal or logistical factors they depend on to make decisions.</i> ▪ <i>Documented acknowledgement of how the FPIC process design, including timeline, human resource and budget, needs to accommodate local decision-making mechanisms.</i> ▪ <i>Signed acknowledgment by community representatives that this information is correct.</i>

Gender
Community representation allows for the meaningful participation of women.
Establish how women participate in local decision-making mechanisms.
<ul style="list-style-type: none"> ▪ <i>Documented analysis of local gender dynamics which identifies potential obstacles to meaningful participation in consultations for female community members</i> ▪ <i>Documented evidence that community representatives maintain open communication with all community members. This may be via relevant community organisations and associations.</i> ▪ <i>Documented participation of women in consultation meetings and/or meetings conducted exclusively with women.</i>
Marginalised and vulnerable groups
Community representation allows for the meaningful participation of all marginalised and vulnerable groups, including children, the elderly, those with disabilities and other marginalised or vulnerable groups within the community.
Action: Establish how marginalised or vulnerable groups, including children, the elderly, and those with disabilities, participate in local decision-making mechanisms.
<ul style="list-style-type: none"> ▪ <i>Analysis of local representation dynamics which identifies potential obstacles to meaningful participation in consultations for community members who are typically marginalised.</i> ▪ <i>Documented evidence that the elected community representatives maintain open communication with all community members. This may be via relevant community organisations and associations.</i> ▪ <i>Documented evidence that where traditional or customary systems do not allow for meaningful participation of marginalised groups in formal negotiations, that best efforts have instead been made to integrate these groups into other community engagement processes to ensure that their voice is heard and has bearing on the consultation processes.</i> ▪ <i>Documented participation of marginalized or vulnerable groups in consultation meetings and/or meetings conducted exclusively with these groups.</i>
Cross-cultural understanding
Mutual and cross-cultural understanding exists between the community and project developer prior to initiating the FPIC process.
Prior to initiating the FPIC process, establish that sufficient cross-cultural understanding exists between the community and project developer for a consultation process to take place according to FPIC principles.
<ul style="list-style-type: none"> ▪ <i>Documented evidence of pre-consultation interviews with relevant project personnel and community representatives to establish what cultural understanding is considered important by each party, and to what extent this is present or lacking.</i> ▪ <i>Documented engagement of cultural experts to maximise understanding of local context, cultural gaps and potential issues, as well as identify potential means of bridging these gaps.</i> ▪ <i>Documented evidence of measures put in place e.g. training or cultural exchange programmes designed to bridge identified gaps.</i>

<ul style="list-style-type: none"> ▪ <i>Recognition of traditional or local knowledge within project developer’s policy regarding Indigenous Peoples.</i> ▪ <i>Interviews or surveys with project personnel and community members that confirms they feel they were given sufficient cultural awareness training to participate in the FPIC process.</i>
<p>Technical knowledge and capacity</p> <p>The community has sufficient technical knowledge and capacity to participate in the FPIC process equitably.</p>
<p>Action: Prior to initiating the FPIC process, establish that the community has sufficient technical knowledge and capacity to participate in the FPIC process equitably.</p>
<ul style="list-style-type: none"> ▪ <i>Documented evidence of pre-consultation community engagement to identify gaps in technical knowledge or capacity.</i> ▪ <i>Demonstrated engagement of cultural experts/third parties to maximise understanding of local context and technical knowledge capacity, and potential issues as well as identify potential means of bridging these gaps.</i> ▪ <i>Documented evidence of measures put in place e.g. technical training or capacity building; recruitment of local technical advisory experts.</i> ▪ <i>Demonstrated facilitation of knowledge-sharing between project-affected communities to ensure that all parties are aware of both the positive and negative long-term cumulative effects of the project and how these are influenced by immediate decisions.</i> ▪ <i>Interviews or surveys with community members that confirms they feel they were sufficiently trained and compensated to participate in the FPIC process.</i>
<p>Collaborative design</p> <p>The community actively participates in designing the FPIC process, including the schedule, format and location of consultations, requirements, expectations and monitoring and grievance mechanisms.</p>
<p>Action: Prior to initiating the FPIC process, engage community representatives in a design process to establish the schedule, format and structure of the subsequent stages of the process.</p>
<ul style="list-style-type: none"> ▪ <i>A joint formal or legal agreement between the community representatives and project developers demonstrating a commitment to follow the defined process, including:</i> ▪ <i>The specific activities, current or future, for which FPIC must be sought, together with a means of re-visiting and revising these as the project progresses.</i> ▪ <i>What constitutes ‘consent.’</i> ▪ <i>Logistical aspects of the process, including the schedule (as far as it can be defined at this stage;) location of consultations; format and structure of consultations.</i> ▪ <i>Grievance mechanism to address claims in the event that the agreement is breached.</i> ▪ <i>Signed attendance register of those who participated in this decision-making process.</i> ▪ <i>Documented evidence of the methods used to communicate this process and its outcome to community members.</i> ▪ <i>Documented evidence that community representatives maintain open communication with all community members. This may be via relevant community organisations and associations.</i>

3)THE TENETS OF FPIC

Free

To commit to undertaking the process in good faith, free of coercion, intimidation and manipulation.

Action: Demonstrate that all community engagement and consultation is undertaken in good faith, free of coercion and manipulation.

- *Documented evidence of community consultations regarding the proposed project and impact evaluation taking place before discussion of compensation or economic benefits.*
- *Interviews or surveys with relevant community representatives confirming that no money or goods have been offered by the project developer in advance of, or during consultation processes.*
- *Interviews or surveys with relevant community representatives confirming that the project developer has not used any form of intimidation, including the presence of security personnel or law enforcement in the community.*
- *Establishment of a reporting mechanism for community members to make complaints or comments regarding the FPIC process itself.*

Prior

To undertake consultation processes sufficiently in advance of the proposed project to allow the community to reach a decision in a timely manner using their customary decision-making processes.

Action: Demonstrate that the FPIC process was initiated prior to any decisions being taken regarding the project's advancement, including with regards to the impact assessment and design of the process itself and that the timeline has been established and agreed upon by/with the community.

- *Documented evidence that consultation processes began in advance of the proposed activity for which consent is being sought.*
- *Documented evidence (including interviews with relevant personnel) demonstrating that local, customary systems are understood and respected, including the time required to reach a decision.*

Informed

To ensure that information pertaining to the proposed project and the consultation process is made readily accessible, is disseminated in a culturally-appropriate manner and is available in languages that can be understood by project stakeholders.

Action: Establish a communications strategy to be followed for engaging with community representatives, and also for ensuring that information regarding the FPIC process is disseminated to, and accessible by the wider community.

- *Documented communications and engagement strategy specific to engagement with community representatives.*
- *Documented communications and engagement strategy for dissemination of information about the FPIC process to the wider community.*
- *Documented evidence that these strategies are implemented in all necessary languages that are relevant both locally and nationally in order for all communications to be fully understood by the community.*
- *Documented evidence that the community has the capacity to disseminate written and/or audio or visual information about the FPIC process*

- Documented evidence that the community has capacity to store and maintain written and/or audio or visual information about the FPIC process and ensure access to the them for other members of the community e.g. via central archives in community building, online.
- Interviews or surveys with community representatives and the wider community that clarify the above strategies are effective at communicating and disseminating information about the FPIC process.

Consent

The community has sufficient time to reach a consensus through customary decision-making mechanisms regarding whether they will consider they proposed project and how they should approach the FPIC process.

Action: Establish that the community has reached a consensus through an appropriately gender-balanced and inclusionary process.

- Documented evidence of a community meeting having been called.
- Signed meeting minutes that detail:
 - The community has reached a consensus that they will consider the proposed project.
 - The election of the community members or institutions who will represent the community during the FPIC process.
 - The preferred location chosen by the community for consultations regarding the FPIC process to take place.
 - The community decision-making mechanism and processes that the FPIC process needs to respect, including the amount of time the community representatives estimate they will need for communicating and consulting with the wider community.
 - Reference to relevant community protocols or “Planes de Vida.”
- Signed attendance register.
- Documented evidence of how the results of this process have been communicated to all other community members.