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FPIC-360° User Guide

INSTRUCTIONS

Please read this tab **FIRST**. It explains how each of the tabs work, what documentation you will need to provide, and where to find additional guidance. The Tool is divided into five main sections:

1. User Guide & Start Page
2. Steps 1.1–3.4: Enabling Conditions
3. Steps 4–6: Prerequisite Steps
4. Steps 7–11: FPIC Process Steps
5. Resources: Glossary and Further Information

Icons—All icons are described in the Icon Key.

Terminology—Key terms are written in **bold** throughout the Tool and defined in the **Glossary**.

Each section below has detailed instructions for the Tool's use, so please read carefully.

INTRODUCTION

The FPIC-360° Tool is based on the premise that without a responsible process for achieving Free, Prior, and Informed Consent (FPIC), the credibility of the outcome of that process is compromised. Its framework is unique in that it considers not only the outcome of the process, but also the process used to obtain FPIC, the conditions under which this process is conducted (or enabling conditions), and whether the process used adheres to the key principles of FPIC. That is, FPIC can only be verified when all three of these elements coincide.

Icon Key



User Guide



Requires input from the project developer



Glossary

Requires input from the community



Requires input from the community and project developer



Task incomplete/Task complete

Tab I: Start Page

- The Start Page tab is your project dashboard. It provides an overview of your progress through the FPIC process, including numbers of items or tasks completed, or still to complete, for each section.
 - As each subtask is completed, your progress will be tracked in the form of a check symbol (✓) for the Enabling Conditions, as well as each step of the FPIC process (see below).
- It also provides a quick link back to this User Guide and to a Glossary of key terms that you will encounter **written in bold** throughout the Tool.
- The Glossary can also be accessed at the top right of each tab, as can this User Guide.
- Enter your project name in the panel at the top of the page.
- Enter the relevant details in the spaces provided in the box on the top left of the page.

Steps 1.1–3.4 : Enabling Conditions

- Each of these tabs addresses a specific Enabling Condition that must be met before beginning the FPIC process.
- At the top of each of these tabs is a brief description of the Enabling Condition, and what the project developer is expected to do to meet it.
- Listed underneath are the different pieces of evidence and documentation that are required to show that the expectation has been met.
- Each evidence requirement also contains a link to sources for further information, such as key reference material or case studies that the user may find helpful or informative.
- The Overview and Navigation Panel on the left-hand side of the page lists each of the Enabling Condition and the number of pieces of evidence that each requires, as well as the number that have already been met. For example, "2/4" indicates that two out of four required pieces of evidence

have been provided.

- Once the user has obtained the evidence in digital format, it needs to be uploaded to the orange box in the form of a link.
- Evidence should be organized in a cloud-based filing system of the user's preference, such as Google Drive, Dropbox, Box.com, or Microsoft OneDrive. For data security reasons, you might prefer a password-protected hosting environment that requires user accounts, but you must ensure that all parties using the Tool can access the linked documents.
- The user should then insert the URL link to where the evidence is hosted into the box next to the corresponding evidence requirement that says "insert link here" in an orange box. In its current configuration, the Tool checks if the cell in question contains the "www." web-prefix.
Please ensure that all URL links inserted contain the "www." prefix.
- After the link has been inserted, the data are available for verification by the assurance provider/auditor, who confirms that the link is working and that it provides relevant evidence documentation, by checking the box labeled "Confirm evidence link."
- After the evidence has been verified, the corresponding cross symbol will automatically change to a check symbol (✓).
- In the corresponding box for Enabling Condition on the left-hand navigation pane, the number of pieces of evidence provided will update, for example from "0/4" to "1/4."

WHEN ALL 10 OF THE ENABLING CONDITIONS HAVE BEEN MET, THE FPIC PROCESS CAN BE INITIATED.

THE FPIC PROCESS

- The FPIC process has eight steps:

1. Scope	5. Impact Assessment
2. Obligation for FPIC	6. Willingness
3. Identifying Rights Holders	7. Negotiations
4. Consideration	8. Sustainability

Steps 4–6: Prerequisites & Steps 7–11: FPIC Process

- Each of these tabs addresses a specific process step that must be made in the FPIC process. They function in the same way as the Enabling Conditions tabs.
- Steps 1 to 3, found on Tab 14, are considered prerequisites, because they need to be completed at the outset of a project to determine whether an FPIC process is required.

Acknowledgment

This Tool was produced by Equitable Origin, a U.S. registered 501(c)3 non-profit whose mission is to partner with communities, business, and government to support transparent, sustainable, and equitable development, with a particular focus on activities that strengthen Indigenous Peoples' rights. For more information on Equitable Origin's work relating to FPIC, please see: www.fpic360.org.