**Proposal Title (proponent group name and location of proposed fishery)**

1. **Background** 
   1. (name of FN group or commercial fleet)
   2. Allocation: how is defined share of the commercial TAC/harvest determined. Number/type (e.g. 10 Area C) of commercial licences proposed for share.
2. **Proposal Overview**
   1. Concept being proposed (e.g. alternative sharing arrangements, changes to existing fishery management decision rules or harvest guidelines; alternative time, area and gear being proposed)
3. Fishery Elements/Attributes
   1. Location (DFO Area/Subarea), number/size of vessels, gear type(s), timing, stock/species (target stocks/specie(s) and incidental/by-catch stock/specie(s) relevant to the proposal) and level of anticipated harvest (including any measures to minimize incidental/by- catch impacts).
   2. Outline any nearby/relevant fisheries requiring coordination with proposed fishery and plans to discuss with other harvesters.
   3. Additional background information if relevant.
4. **Harvest Guidelines and Management Decision Rules**
   1. Brief description of guidelines and management decision rules, including any in-season decision rules for alternative return scenarios.
   2. How are allocations determined/adjusted pre-season/in-season?
   3. Proposed fishery management controls
      1. Input controls (e.g. effort/gear/time/are controls, etc…)
      2. Output controls (e.g. vessel quota, individual quota, pool share, etc…)
5. **Monitoring and Compliance Plan** 
   1. Type of program to monitor (effort, retained catch, at-sea, releases, biological sampling)
   2. Landing, site(s)
   3. Level of coverage
   4. Biological sampling requirements (e.g. coded wire tag, DNA, etc…)
   5. Who will implement monitoring plan
   6. Information , format and submission of data being collected
   7. Communication protocol pre-season, in-season and post-season reporting (with service provider/DFO), including timing of reports (catch/effort and compliance reports)
6. **Communication**
7. Communication protocols with other fisheries and participants and DFO. Include pre-season, in-season and post-season description (e.g. weekly conference calls or summary reports, included within existing in-season meetings).