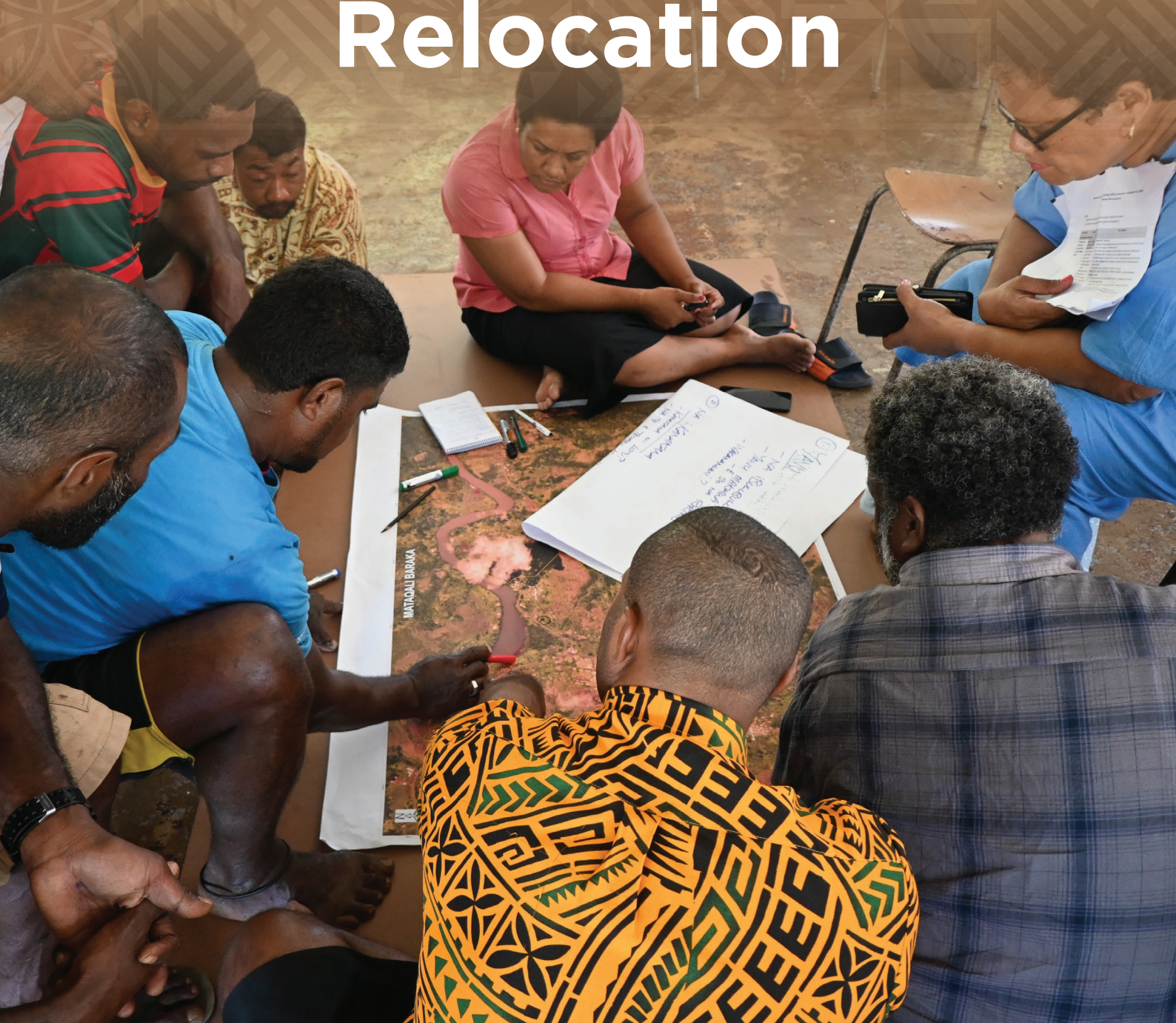
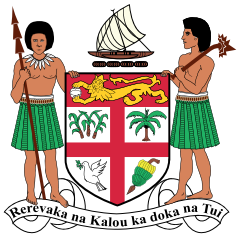
Guiding Framework for FPIC in Planned Relocation





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This Guiding Framework was developed under the guidance of Fiji's Taskforce on Relocation and Displacement of Communities Vulnerable to the Impacts of Climate Change (FTRD).

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CONTENTS

Guiding Framework for FPIC in Planned Relocation 3

1. Introduction 7

2. Purpose of the Framework 8

3. FPIC Principles 10

3.1 Free 10
3.2 Prior 10
3.3 Informed 11
3.4 Consent 12

4. FPIC Process Across the SOP Phases 13

Phase 1: Pre-Relocation FPIC Process 13

4.1 Early Engagement & Cultural Protocols 13
4.2 Information Sharing 13
4.3 Internal Traditional Decision-Making 16
4.4 Verifying Consent 16

Phase 2: Relocation FPIC Process 16

4.5 FPIC for Implementation Decisions 16
4.6 Cultural Safety During Transition 16
4.7 Social Protection of Vulnerable Groups 16

Phase 3: Post-Relocation FPIC Process 17

4.8 Ongoing Consent for Adjustments 17
4.9 Cultural Continuity & Well-being 17
4.10 Community-Led Monitoring 17
4.11 Grievance Management 17

5. Roles and Responsibilities in the FPIC Process 18

6. FPIC Documentation Requirements (Aligned to SOP Annexes) 18

7. Cultural Safeguards Integrated into FPIC 19

8. Minimum Standards for FPIC Compliance 19

9. Stages for Giving Consent in Planned Relocation (Fiji SOP Table 4 Summary) 20

10. References 22

11. Glossary of iTaukei terms 23

Annex 1. Planned Relocation FPIC Grievance Recording Form 26

Annex 2: FPIC Compliance Checklist (For Monitoring Purposes) 30



1. INTRODUCTION

Free, Prior and Informed Consent (FPIC) is a fundamental safeguard that underpins rights-based, participatory and community-centred approaches to planned relocation in Fiji. It recognises the rights of communities to participate meaningfully in decisions that affect their land, culture, livelihoods, wellbeing and future, ensuring that relocation decisions are made transparently, inclusively and with genuine community ownership.

The FPIC Guiding Framework for Planned Relocation in Fiji supports the practical application of FPIC throughout the planned relocation process. It provides guidance to government agencies, implementing partners and facilitators on how FPIC should be planned, conducted, documented and monitored across all stages of relocation.

The Framework aligns with Fiji's national policy and legislative framework, including the National Climate Change Policy (2018–2030), the Climate Change Act 2021 and the Standard Operating Procedures (SOP) for Planned Relocation (2023). These instruments recognise the importance of inclusive decision-making, protection of human rights, respect for customary governance systems and meaningful participation of affected communities in responding to climate change and disaster risks.

In the Fijian context, FPIC is grounded in principles such as veidokai (respect), veitalanoa (inclusive dialogue) and customary governance systems of the vanua, yavusa, mataqali and village councils. Decisions relating to planned relocation extend beyond physical infrastructure and land; they can also affect identity, culture, traditional knowledge, social cohesion, and long-term community wellbeing.

FPIC is not a single consultation, a one-off meeting or an isolated decision-making event. It is a continuous and iterative process that begins at the earliest stages of community engagement and continues through planning, implementation and the post-relocation phase.

Communities must receive timely, accurate and culturally appropriate information and adequate time to deliberate through their own customary decision-making processes before providing or withholding consent. As circumstances evolve, communities should remain informed and engaged at significant decision points.

2. PURPOSE OF THE FRAMEWORK

2.1 Purpose

The purpose of this Guiding Framework is to provide practical guidance for planning, facilitating, documenting and monitoring Free, Prior and Informed Consent (FPIC) throughout Fiji's planned relocation process. It supports consistent, transparent, culturally appropriate and rights-based application of FPIC across the Pre-Relocation, Relocation and Post-Relocation phases of the Planned Relocation SOP.

2.2 Objectives

The objectives of the Framework are to:

- explain the practical application of the principles of free, prior, informed and voluntary consent in planned relocation;
- guide culturally appropriate and inclusive engagement, information-sharing, community deliberation and decision-making;
- support the recognition of customary governance structures while ensuring meaningful participation of women, youth, older persons, persons with disabilities and other groups who may be excluded;
- set out approaches for verifying, documenting and monitoring consent and for responding when communities request further information, withhold consent or raise concerns; and
- promote ongoing dialogue, accountability and community participation at significant decision points throughout the relocation cycle.

2.3 Scope and Application

This Framework applies to FPIC processes associated with planned relocation in Fiji. It is intended for government agencies, provincial and district authorities, traditional leadership and community structures, technical practitioners, facilitators and implementing partners involved in relocation planning and implementation.

The Framework follows the three phases established in Fiji's Planned Relocation Standard Operating Procedures (SOP): Phase 1 — Pre-Relocation; Phase 2 — Relocation; and Phase 3 — Post-Relocation. It provides complementary guidance on applying Free, Prior and Informed Consent (FPIC) throughout these phases and should be used alongside the SOP and other relevant supporting frameworks.

The Framework provides guidance and does not replace the SOP, applicable law, community-defined customary processes or the need to verify terminology, thresholds and procedural requirements against the current endorsed SOP.

2.4 Relationship with the SOP and Supporting Frameworks

The Planned Relocation SOP remains the principal procedural reference for planned relocation in Fiji. This FPIC Guiding Framework supports implementation of the SOP by providing additional practical guidance on how communities are informed, engaged, supported to deliberate, and able to provide, withhold or revisit consent. It does not replace the SOP or create a parallel relocation process.

The FPIC Guiding Framework should be used alongside the Culture Guiding Framework and the Gender Equality, Disability and Social Inclusion (GEDSI) Guiding Framework. The FPIC Framework focuses on voluntary, informed and culturally appropriate community decision-making and consent; the Culture Guiding Framework supports the identification and safeguarding of cultural identity, customary governance, protocols, traditional knowledge and ancestral relationships; and the GEDSI Framework supports equitable, accessible and inclusive participation and outcomes. These frameworks are complementary and should be coordinated within the SOP process.

The Framework should also connect with the Comprehensive Risk and Vulnerability Assessment Methodology (CRVAM), Grievance Redress Mechanism (GRM) and Monitoring, Evaluation, Reporting and Learning (MERL) arrangements. CRVAM findings should inform the information shared with communities and the risks discussed during deliberation. The GRM should provide recognised channels for raising concerns about exclusion, coercion, inadequate information or consent processes. MERL should capture evidence of engagement, consent, follow-up and lessons learned without treating a recorded consent decision as a substitute for ongoing engagement.

Documentation and information-sharing should be coordinated to reduce duplication, maintain a clear record of decisions and agreed actions, and protect confidential or culturally sensitive information. The roles and responsibilities established under the SOP should guide coordination between government, communities, traditional leadership and implementing partners. Where any inconsistency is identified, users should refer to the current endorsed SOP and applicable national requirements and seek clarification through established coordination arrangements.



3. FPIC PRINCIPLES

The FPIC process for relocation in Fiji shall be grounded in the following principles:

3.1 Free

The "Free" component ensures that community decisions are made voluntarily, without any form of pressure from government agencies, NGOs, donors, or other actors.

Key Elements

- **No coercion, intimidation or manipulation**
  Communities must not be forced, pressured, threatened, or influenced through fear-based messaging (e.g., "you must move or you will lose support"). Conversations must remain neutral and respectful.
- **No inducements or unfair incentives**
  Benefits such as new houses, infrastructure, or financial support must not be presented in a way that pressures the community to consent. Support should be clearly separated from the decision-making process.
- **Respect for internal governance**
  Decision-making must happen independently within the community, according to their own cultural systems, households, *Tokatoka, Mataqali, Yavusa, Tikina*. These structures ensure legitimacy and trust within villages.
- **Safe and inclusive decision spaces**
  All groups, including women, youth, persons with special needs, elders, and minority sub-groups must be allowed to participate safely without intimidation.

3.2 Prior

The "Prior" component requires that all consultation and decision-making happen well before any relocation planning or commitments are finalized.

Key Elements

- **Consultations before decisions**
  Government or partners cannot announce relocation sites, budgets, or timelines before communities have formally agreed. All major relocation steps must wait until consent is confirmed.
- **Adequate time for traditional processes**
  Communities must not be rushed in making decisions related to relocation. FPIC requires that sufficient time be provided for internal deliberation through established customary governance structures. These processes are essential to ensuring legitimacy, inclusiveness, and social cohesion within the vanua. External project timelines must not override traditional decision-making pathways.

Communities need sufficient time to undertake the following customary processes:

  - Bose Vanua *(Matavuvale, Tokatoka, Mataqali, Yavusa)* – broader, traditional authority considerations
  - Bose Vakoro – village-level discussions and decisions
  - Bose ni Tikina – district-level decision-making
  - Bose ni Yasana

- **Time for internal deliberation**
  Families and clans require time to reflect, discuss among themselves, seek advice, and consider options. This may require several rounds of meetings and informal consultations.

- **Seasonal and cultural timing considerations**
  Consultations should be avoided during busy agricultural seasons, religious commitments, or traditional events that may affect availability and attention.

Consultations must take place before any relocation decisions are finalised. Community must have adequate time to conduct *Bose Vakoro, Bose ni Tikina,* and *Bose ni Vanua.*

3.3 Informed

Communities must receive full, accurate and accessible information in formats they understand. Information should be transparent, culturally appropriate, and provided in iTaukei (Vosa Vakaviti), Fiji Hindi, or the relevant local dialect (Vosa ni Vanua), where appropriate. Communities should be encouraged to ask questions, seek independent advice, request additional information and sufficient time for internal deliberation at any stage of the process before making decisions. This ensures that consent is based on a clear understanding of the potential risks, benefits, alternatives and long-term implications of planned relocation.

Key Elements

- **Accurate and verified information**
  Technical reports (geotechnical assessments, hazard maps, EIA findings, land suitability studies) must be explained clearly without technical jargon.

- **Accessible and translated**
  Information should be provided verbally (talanoa sessions), in written form (translated summaries), through visual tools (maps, diagrams, videos) and/or through trusted facilitators such as provincial staff or community leaders.

- **Clear explanation of risks and options**
  The community must understand climate risks and why relocation is considered, the benefits and consequences of relocating versus staying, and long-term implications for land ownership, identity, livelihoods, and access to services

- **Transparent discussion of land and tenure**
  Communities should understand iTaukei Land and Fisheries Commission processes, iTaukei Land Trust Board (TLTB) processes, boundaries and ownership, long-term rights at the new site, and responsibilities for leases, easements and agreements.

- **Financial clarity**
  Communities must know what funding is available, what is not covered by the funding, who is responsible for long-term maintenance costs and what constraints exist at local or national levels.

Information must be accurate, accessible, translated, and culturally understandable. Community must understand risks, benefits, options, land tenure issues, and long-term implications.

3.4 Consent

Consent is the final and most important stage. It must reflect the collective will of the community through their own customary decision-making systems. Consent must be achieved through recognized traditional decision-making systems. It should be documented formally with signatures, meeting minutes, resolutions, or agreements.

Key Elements

- **Recognition of traditional decision processes**
  Consent should be achieved through the *Bose Vanua (Matavuvale, Tokatoka, Mataqali, Yavusa)* for broader, traditional authority considerations, the *Bose Vakoro* for village-level discussions and decisions, the *Bose ni Tikina* for district-level decision-making, and the *Bose ni Yasana*.

These pathways validate the decision in accordance with iTaukei customs.

- **Documented and transparent**
  Consent must not be assumed or verbally declared casually. It must be fully documented through signed resolutions, meeting minutes, attendance lists, endorsement letters and recorded community votes (if applicable).
- **Inclusive and equitable participation**
  Women, youth, elders, and persons with special needs must have meaningful participation in the process leading to consent.
- **Right to withhold or withdraw consent**
  Communities retain the right to decline relocation or request additional information. Consent is not a one-time event, it must be reaffirmed at major decision points.

4. FPIC PROCESS ACROSS THE SOP PHASES

PHASE 1 Pre-Relocation FPIC Process

4.1 Early Engagement & Cultural Protocols

- Observe traditional protocols (sevusevu, boka, carasala, vakalutuniqele, tatau, kerei ni qele, vakavinavinaka, 'rekitaki waqa vou' (Fijian idiom), Turiyavu) and meet the *Turaga ni Yavusa, Turaga ni Koro,* women's groups, and youth groups.
- Map stakeholders: landowning units, adjoining clans, vulnerable groups.
- Clarify government responsibilities and the role of the Taskforce.

4.2 Information Sharing

Information sharing is the foundation of Free, Prior and Informed Consent (FPIC). Communities must receive clear, accurate, timely, and culturally appropriate information that enables them to make voluntary and well-informed decisions about relocation. Information should be provided in accessible formats (English, iTaukei, Fiji Hindi), using visual aids, community talanoa sessions, and gender-inclusive methods to ensure everyone understands the implications of relocation.

Provide clear, translated information on:

a. Climate and hazard risks

Communities must receive comprehensive information about the current and projected climate and disaster risks that are driving the need for relocation. This includes:

- Flooding trends, sea-level rise projections, storm surge data, landslide risks, coastal erosion rates, drought, or cyclones.
- Mapping of affected zones and technical explanation of how hazards will worsen over time.

Where relevant, the communities need to understand and compare the risks between remaining in place and relocating. This empowers communities to understand the severity of the threat and why relocation is being considered as a long-term adaptation measure.

b. Technical assessments

Technical assessments provide scientific evidence to help communities understand the safety and feasibility of relocation options. Information should cover:

- Geotechnical assessments (soil stability, landslide risk, foundation suitability).
- Environmental Impact Assessments (EIA) identifying potential environmental harm and mitigation measures.
- Land suitability assessments (drainage, access to water, exposure to hazards, distance to services).

c. Comprehensive Risks and Vulnerability Assessments

This information must be presented in simple language with diagrams or maps to help communities understand complex technical findings.

d. Land options & tenure

Communities must be fully informed about:

- Potential relocation sites and why these areas were selected.
- Land ownership status (iTaukei land, state land, freehold).
- Tenure arrangements (lease terms, conditions, rights, responsibilities).
- Verification and documentation by the iTaukei Land and Fisheries Commission (TLFC).

Clear information on tenure protects communities from future land disputes, ensures security of occupancy, and supports long-term settlement sustainability.

e. Infrastructure options and limitations

Communities need a realistic understanding of what infrastructure can be provided at the new site, including housing design and materials; water supply, sanitation, roads, drainage, power and communications; and limitations due to terrain, funding, or environmental conditions.

f. Future development phases

This allows communities to evaluate whether the relocation site meets their expectations, cultural needs, and development priorities.

g. Social impacts, livelihoods, service access

Information should also cover social and economic impacts, both positive and negative. Key topics may include:

- Changes to daily livelihoods (farming, fishing access, markets, employment)
- Access to schools, health centres, churches, and government services
- Effects on social cohesion, cultural identity, and traditional leadership structures
- Risks to vulnerable groups (children, elderly, persons with special needs, single mothers)

Transparent discussion of social impacts allows communities to prepare, adapt, and propose mitigation measures.

h. Funding possibilities and constraints

Communities should understand what funding is available; from whom; and what it covers. And they should be asked what they can contribute. This includes:

- Government budget allocations
- Donor funding from development partners
- What components are funded (housing, infrastructure, transport)
- What cannot be funded due to policy or resource constraints
- Community contributions (labour, materials, land preparation) if required

Sharing this information prevents misunderstandings and helps manage community expectations.

i. Timeframes and responsibilities

Providing clear timelines helps communities plan and understand the sequence of activities. Information could include:

- Planned dates for assessments, construction, and relocation
- Processes that may cause delays (weather, procurement, land negotiation)
- Responsibilities of each stakeholder (Government, community committees, contractors and NGOs)
- Community roles in decision-making, monitoring, and feedback

Clear accountability and realistic timelines strengthen trust and reduce confusion or rumours.

To meet FPIC standards, information must be shared using:

- Talanoa sessions and community meetings
- Translated materials (iTaukei and Fiji Hindi)
- Visual aids: maps, diagrams, photos, models
- Gender- and disability-inclusive formats
- Household visits for vulnerable households
- Continuous updates, not one-off presentations

FPIC is not a single meeting, it is an ongoing, participatory process that must allow communities sufficient time to absorb information, ask questions, discuss internally, and make independent decisions.



4.3 Internal Traditional Decision-Making

Allow the community to:

- Conduct internal discussions/meetings (Talanoa/bose)
- Discuss concerns independently
- Invite their own advisors (church, NGOs, relatives, experts)
- Request clarifications or further information

This step may require several meetings over weeks or months. The SOP emphasises adequate time for community-led reflection.

4.4 Verifying Consent

Consent is verified through:

- A vanua resolution from the traditional authority through support letter from the Turaga ni Vanua to verify consent and decision
- Minutes and attendance records
- Written consent by landowning units (if receiving land)
- Endorsements by the District Officer and Provincial Office
- Documentation lodged with the Planned Relocation Taskforce

If consent is less than the threshold, the process pauses to document the reasons, re-discuss other options and explore alternatives (adaptation, in-situ solutions).

PHASE 2 Relocation FPIC Process

4.5 FPIC for Implementation Decisions

Consent is required for:

- House design and cultural layout
- Allocation of house sites
- Land allocation
- Community infrastructure (church, village hall, burial sites)
- Movement of sacred sites or ceremonial areas

4.6 Cultural Safety During Transition

- Respect rituals (first digging, blessing ceremonies).
- Maintain community structures (women's committee, youth groups, church).
- Ensure roles of elders, chiefs and women are respected in allocation of responsibilities.

4.7 Social Protection of Vulnerable Groups

- Ensure FPIC for widows, persons with special needs, and landless households.
- Provide culturally appropriate grievance mechanisms.
- Ensure no household is disadvantaged or coerced by internal power structures.

PHASE 3 Post-Relocation FPIC Process

4.8 Ongoing Consent for Adjustments

- New land use decisions
- Integration of new services
- Changes to boundaries, communal spaces, or marine access
- Management of old village site (heritage, burial grounds, traditional rights)

4.9 Cultural Continuity & Well-being

- Support continuation of rituals and cultural activities.
- Support reconstruction of spiritual or ceremonial structures.
- Maintain connection to ancestral land through approved access rights.

4.10 Community-Led Monitoring

Community participates in:

- Monitoring livelihood changes
- Tracking cultural impacts
- Evaluating social cohesion
- Giving feedback to Government and partners

4.11 Grievance Redress

The FPIC Grievance Redress Mechanism for planned relocation in Fiji recognises culturally legitimate and administrative pathways for raising and addressing concerns relating to FPIC. Grievances may be raised through customary structures, including the *Turaga ni Koro, vanua* leadership and other relevant community structures, or through formal administrative channels, including the District Officer, Provincial Administrator, Provincial Office and Relocation Unit. These pathways are aligned with the four-level grievance management architecture under the Planned Relocation SOP, ensuring that concerns can be addressed at the appropriate level and escalated where necessary.

The mechanism promotes culturally appropriate grievance handling by allowing oral submissions in local languages, recognising customary conflict-resolution practices and ensuring that traditional governance processes are respected. However, customary processes must remain voluntary and must not compromise individual rights, inclusivity, confidentiality, transparency or protection from coercion and exclusion.

The GRM Guiding Framework for Planned Relocation in Fiji provides the overarching guidance on grievance management procedures, institutional responsibilities, referral pathways, escalation, resolution and monitoring. This FPIC Framework should therefore be read alongside the GRM Guiding Framework, with its specific cultural considerations informing the handling of FPIC-related grievances to ensure that grievance processes remain accessible, culturally appropriate, equitable and protective of the rights of affected individuals and communities.

5. ROLES AND RESPONSIBILITIES IN THE FPIC PROCESS

Government (Provincial Administrators/Relocation Unit, DoCC, Provincial Office)

- Provide information
- Facilitate assessments
- Coordinate stakeholder engagement
- Ensure FPIC documentation
- Support community decision-making

Community (Vanua structures)

- Conduct internal decision-making
- Provide cultural oversight
- Represent vulnerable groups

Partners (NGOs, GIZ, SPC, UN agencies)

- Provide technical and logistical support
- Offer independent facilitation
- Ensure safeguarding and inclusion
- Support documentation and monitoring

6. FPIC DOCUMENTATION REQUIREMENTS (Aligned to SOP Annexes)

Documents to maintain:

- Consent resolution (signed/endorsed)
- Attendance lists from all consultations
- Maps, diagrams, information sheets provided
- Meeting minutes with questions and clarifications
- Vulnerability analysis notes
- Traditional endorsements (e.g., Bose ni Vanua resolutions)
- Provincial Office verification
- Land agreements (NLC/iTLTB, landowners)
- Grievance records

Evidence must show that information was shared, time was given, no coercion occured and consent was collective, culturally legitimate, and informed.

7. CULTURAL SAFEGUARDS INTEGRATED INTO FPIC

- **Respect for *vanua* and ancestral ties** – Recognise and safeguard the deep cultural, spiritual and ancestral relationships between communities, their land, traditional territories and places of cultural significance throughout the planned relocation process.
- **Avoidance of sacred sites** – Ensure that relocation sites, infrastructure and related activities avoid disturbing or adversely affecting sacred, spiritual and culturally significant sites identified by the community.
- **Gender-sensitive processes** – Ensure the meaningful and equitable participation of women and men, recognising their different roles, needs, experiences and perspectives throughout the planned relocation and decision-making process.
- **Youth participation** – Ensure young people are meaningfully engaged and provided opportunities to contribute their perspectives, aspirations and knowledge to decisions that shape the long-term future of their community.
- **Protection of traditional governance structures** – Recognise, respect and safeguard established customary leadership, decision-making processes and governance structures, ensuring they remain integral to community participation and decision-making throughout planned relocation.
- **Sensitivity to internal power dynamics** – Recognise and address differences in influence, authority and access to decision-making within the community to ensure that all voices, particularly those of less represented or vulnerable groups, are meaningfully heard and considered.

8. MINIMUM STANDARDS FOR FPIC COMPLIANCE

To align with the SOP, an FPIC process is valid only if:

1. Consultations were held before decisions.
2. All sub-groups were consulted (women, youth, persons with special needs).
3. Consent came through legitimate vanua decision-making.
4. No coercion or pressure occurred.
5. Documentation is complete and verifiable.
6. Communities retain the right to withdraw consent at any stage before relocation begins

9. STAGES FOR GIVING CONSENT IN PLANNED RELOCATION

(Fiji SOP Table 4 Summary)

Stage	Description of Activities	Consent Requirement	Who Participates / Notes
STAGE 1: Community Request for Relocation	The community formally decides that relocation is needed. The Relocation Taskforce and RU support awareness, risk understanding, and information sessions so the community fully understands the process before voting.	**≥ 90% consent** of eligible community members. Must also meet ≥ 90% support **within each group** (women, men, youth, elderly, LGBTQI, persons with special needs).	All adults 18+ years. Women and youth explicitly included. Absentee members must be informed. Meetings must ensure safe spaces and accessibility.
STAGE 2: Identification of Potential Relocation Site(s)	Community and government jointly identify possible sites. Landowners of potential sites are informed of the relocation intention and the start of consultation. Preliminary assessments conducted.	No formal consent yet, but l**andowners must agree to proceed with discussions.**	Includes customary landowners, mataqali, landholding units. All meetings must be culturally appropriate.
STAGE 3: Agreement in Principle by Landowners	After awareness sessions, landowners state whether they agree in principle to consider hosting the relocating community. They are informed of obligations, land tenure options, and compensation requirements.	**≥ 60% consent** among the relevant landowning group(s) to continue exploring the option.	Applies to all registered members of the landowning unit (e.g., mataqali). Must ensure inclusion of women, youth and absent members.

Stage	Description of Activities	Consent Requirement	Who Participates / Notes
STAGE 4: Due Diligence, Feasibility & Detailed Assessments	Technical teams conduct geotechnical, environmental, cultural, social, livelihood, risk and service-access assessments. Findings are shared with both the relocating community and the landowners.	No formal consent yet, but both groups must confirm they are still willing to continue after being informed of assessment results.	Transparent reporting is required. Communities must be given time to discuss findings separately.
STAGE 5: Final Consent of Relocating Community	After reviewing technical results and proposed design options, the relocating community votes to confirm whether they still want to relocate to the selected site.	**≥ 60% consent** from eligible voters, again disaggregated across groups (women, men, youth, elderly, LGBTQI, persons with special needs).	Same eligibility rules as Stage 1. Must demonstrate that all community members understand implications of relocation.
STAGE 6: Final Consent of Landowners for Site Transfer / Agreement	Landowners decide whether to formally provide land (lease, freehold transfer, customary agreement, etc.). Government provides clarity on compensation, lease terms, benefits, and responsibilities.	**≥ 60% consent** required for land to be officially made available.	Applies to the full landowning unit; must follow iTaukei land decision-making protocols.
STAGE 7: Signing of Land Agreement & Formal Approvals	Legal documentation is finalized (lease, MOU, land use plan). Government and community confirm the relocation plan, service provision commitments, and timelines.	Signing of legal documents constitutes **final consent** by both parties.	Agreements must be explained in accessible formats to all parties.

10. REFERENCES

National Frameworks – Fiji

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- Pacific Climate Change Migration and Human Security (PCCMHS) Program.

International Standards and Human Rights Instruments

- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), 2007.
  - *Articles 10, 19, 28, and 32 outlining FPIC obligations.*
- UNESCO (2003). Convention for the Safeguarding of the Intangible Cultural Heritage.
  ILO Convention 169 on Indigenous and Tribal Peoples, 1989.
  - *Although Fiji is not a ratifying state, it informs global best practice.*
- Sendai Framework for Disaster Risk Reduction (2015–2030).
  - *Highlights participation and inclusion in relocation and evacuation processes.*
- Guiding Principles on Internal Displacement (1998).
  - *Emphasizes informed consent and participatory decision-making.*
- UNFCCC Warsaw International Mechanism for Loss and Damage – Displacement Task Force Guidance (2020). *Provides guidance on human mobility, relocation, and FPIC.*
- Global Compact for Safe, Orderly and Regular Migration (2018). *Emphasizes community participation and rights in climate-related migration.*

Technical and Sector-Specific Guidance

- World Bank Environmental and Social Framework (ESF), ESS5 & ESS7.
  - *Provides resettlement and Indigenous Peoples guidelines, including FPIC.*
- ADB Safeguard Policy Statement (2009). *Outlines consultation requirements with Indigenous Peoples.*
- IFRC & Red Cross Climate Centre – Planned Relocation Guidelines (2020).
- IOM – Guidance on Planned Relocation, Displacement, and Climate Change (2017).

11. GLOSSARY OF ITAUKEI TERMS

Term	Definition
Bose	A meeting or gathering convened for discussion and decision-making.
Bose Vakoro	Village meeting involving community members to discuss and make decisions on matters affecting the village.
Bose ni Tikina	District-level meeting involving representatives of villages within a Tikina to discuss matters affecting the district.
Bose ni Vanua	Traditional assembly of the Vanua where customary leaders deliberate and make decisions on matters affecting the broader traditional community.
iTaukei	Indigenous Fijians and the Indigenous people of Fiji.
Mataqali	A customary landowning clan and the principal legal landowning unit under Fiji's iTaukei land tenure system.
Tokatoka	The smallest customary kinship unit within a *Mataqali,* consisting of closely related extended families.
Turaga ni Koro	The elected village headperson responsible for village administration and liaison between the community and government.
Turaga ni Mataqali	The recognised head or representative of a *Mataqali.*
Turaga ni Yavusa	The recognised traditional head of a Yavusa.
Vanua	A holistic concept encompassing the people, customary land, culture, traditions, identity, spirituality and social relationships that define an Indigenous Fijian community. It extends beyond the physical landscape to include the interconnected cultural and social systems that sustain community life.
Yavusa	A traditional tribal grouping comprising one or more *Mataqali* that trace their ancestry to a common ancestor.
Tikina	A traditional district comprising several villages or *Yavusa.*
Talanoa	A culturally appropriate process of open, respectful and inclusive dialogue that encourages sharing of knowledge, experiences and perspectives to build mutual understanding and consensus.
Sevusevu	A customary welcoming ceremony, usually involving the presentation of yaqona (kava), conducted when entering a village or engaging with a community in accordance with iTaukei protocol.

Term	Definition
Yaqona	A traditional ceremonial drink prepared from the root of the yaqona plant *(Piper methysticum)*, commonly used in cultural ceremonies and traditional gatherings.
Vosa Vakaviti	The standard iTaukei language used throughout Fiji.
Vosa ni Vanua	The local dialect spoken within a particular Vanua or community.
Veitalanoa	The practice of engaging in respectful dialogue, discussion and consultation to build shared understanding and consensus.
Veidokai	Respect for others, their rights, customs, leadership and cultural values. A foundational principle underpinning community engagement and FPIC.
Qoliqoli	Customary fishing grounds traditionally owned or used by an iTaukei community.
Yavutu	The original or ancestral village site associated with a Vanua or community.
Bulu	The unseen underworld or spiritual realm in iTaukei belief and worldview. It refers to a realm associated with spirits and the unseen world, distinct from Lagi (heaven or the heavenly realm). The concept reflects the iTaukei understanding of the spiritual world and the continuing relationship between the physical and unseen realms.
Lagi	Heaven or the heavenly realm. In iTaukei belief and worldview, Lagi refers to the spiritual realm above and is distinguished from Bulu, the unseen underworld or spiritual realm.

Note: The interpretation and application of certain customary terms and protocols may vary between *Vanua*, provinces and regions of Fiji. The definitions provided in this Guiding Framework are intended to support a common understanding for the implementation of Free, Prior and Informed Consent (FPIC) in planned relocation and should not be interpreted as replacing local customary practices or traditional authority.

ANNEX 1: PLANNED RELOCATION FPIC GRIEVANCE RECORDING FORM

FREE, PRIOR AND INFORMED CONSENT (FPIC)

Grievance Recording Form

A. Grievance Details

Item	Information
Grievance Reference No.	
Date Received	
Time Received	
Received By	
Province	
Tikina	
Village / Settlement	
Planned Relocation Site	
SOP Phase	☐ Pre-Relocation ☐ Relocation ☐ Post-Relocation

B. Complainant Information

(Anonymous complaints may be accepted where appropriate.)

Item	Information
Name	
Sex	☐ Female ☐ Male ☐ Other
Age	
Contact Details	
Village	
Household	
Role	☐ Community Member ☐ Elder ☐ Youth ☐ Woman ☐ Person with Disability ☐ Landowner ☐ Other

C. How was the Grievance Submitted?

- ☐ Verbal
- ☐ Written
- ☐ Talanoa Session
- ☐ Community Meeting
- ☐ Turaga ni Koro
- ☐ Vanua Meeting
- ☐ District Officer
- ☐ Provincial Office
- ☐ Relocation Unit
- ☐ Email
- ☐ Telephone
- ☐ Other

D. Nature of the Grievance

Tick all that apply.

FPIC Process

- ☐ Inadequate consultation
- ☐ Information not understood
- ☐ Insufficient time for community deliberation
- ☐ Community not adequately informed
- ☐ Consultation not culturally appropriate
- ☐ Decision made before consultation
- ☐ Pressure or coercion
- ☐ Misrepresentation of information
- ☐ Consent not properly documented
- ☐ Consent withdrawn

Participation

- ☐ Women excluded
- ☐ Youth excluded
- ☐ Persons with disabilities excluded
- ☐ Vulnerable households excluded
- ☐ Traditional leaders not consulted
- ☐ Landowners not consulted

Land and Culture

- ☐ Land ownership issue
- ☐ Boundary dispute
- ☐ Sacred site
- ☐ Burial ground
- ☐ Cultural protocol not observed
- ☐ Traditional governance concern

Implementation

- ☐ House allocation
- ☐ Infrastructure
- ☐ Livelihood issue
- ☐ Environmental concern
- ☐ Other

E. Description of the Grievance

Describe the concern in detail.

F. Immediate Action Taken

_____

_____

_____

_____

_____

_____

G. Referral Pathway

Grievance first referred to:

☐ Turaga ni Koro
☐ Vanua
☐ Provincial Administrator
☐ Relocation Unit
☐ Ministry of iTaukei Affairs
☐ Bose Vakoro
☐ District Officer
☐ Provincial Office
☐ Department of Climate Change
☐ Other

Date referred: _____ /_____ /_____

H. Investigation

Investigation Officer

_____

Date Investigation Started: _____ /_____ /_____

Summary of Findings

_____

_____

_____

_____

_____

_____

I. Resolution

Resolution agreed

_____

_____

_____

_____

_____

_____

Date Resolved: _____ /_____ /_____

J. Was the Grievance Resolved Through?

☐ Customary Process ☐ Administrative Process

☐ Joint Process ☐ Still Under Review

K. Was the Complainant Satisfied? ☐ Yes ☐ No

If No, explain:

_____

_____

_____

_____

_____

_____

L. Follow-up Actions

Action	Responsible Agency	Due Date	Status

M. Closure

Date Closed: _____ /_____ /_____

Signature _____

Confidentiality

☐ The complainant requested confidentiality.

☐ Personal information must be protected in accordance with applicable Government of Fiji privacy and information management requirements.

ANNEX 2:
FPIC COMPLIANCE CHECKLIST

(For Monitoring Purposes)

Question	Yes	No	Comments / Evidence
Was information provided in an appropriate and accessible language and format?	☐	☐	
Was sufficient time provided for community deliberation?	☐	☐	
Were customary decision-making processes respected and followed?	☐	☐	
Were women provided meaningful opportunities to participate and express their views?	☐	☐	
Were youth provided meaningful opportunities to participate and express their views?	☐	☐	
Were persons with disabilities provided appropriate support and meaningful opportunities to participate?	☐	☐	
Was the decision-making process free from coercion, pressure or undue influence?	☐	☐	
Was consent appropriately obtained and documented?	☐	☐	
Was the grievance addressed and resolved in accordance with the FPIC Guiding Framework?	☐	☐	

NOTES



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