CCB & VCS Project Description Template

This template is for the design of projects using both the CCB Program and VCS Program. Projects only intending to complete CCB Program validation must use the *CCB Project Description Template, v3.0*. Projects only intending to complete VCS Program validation must use the *VCS Project Description Template, v4.3.*

Instructions for completing the project description

**FILE NAME:** Use the following format for the file name of the completed document:

* For projects requesting VCS pipeline listing and CCB validation public comment period: CCB VCS PD Project ID DDMMMYYYY
* For projects requesting VCS registration and CCB validation approval: CCB VCS PD Project ID DDMMMYYYY

The ‘DDMMMYYYY’ should match the original date of issue as reported on the title page. If revised documents are submitted, add ‘Round#\_Track’ or ‘Round#\_Clean’ to indicate the review round (1-3) and if it is the clean or track changes version.

**FILE TYPE:** Submit the document as a non-editable PDF.

**TITLE PAGE FORMATTING:** This document may feature the project title and project proponent’s or preparer’s logo using size 24, regular (non-italic) Century Gothic font. Fill in and complete each row of the table using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL FORMATTING:** Complete all sections using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL INSTRUCTIONS:** Specific instructions for completing each section of the joint CCB & VCS Project Description Template can be found under each section heading in grey italicized text. Green text at the end of section headings is reference to the corresponding sections of the *VCS Standard*, *v4.5* and the *Climate, Community & Biodiversity Standards, v3.1*, unless otherwise noted. These section reference headings must not be removed from the final version of the document.

This template must be completed in accordance with both programs, and the preparer will need to refer to the relevant CCB Program and VCS Program documents and the applied methodology to complete the template.

Noe: The instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section.

Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write “not applicable”). Delete all instructions, including this introductory text, from the final document.

Project Title

Logo (optional)

|  |  |
| --- | --- |
| **Project title**  | Name of project  |
| **Project ID** | Verra Project ID |
| **Crediting period** | DD-Month-YYYY to DD-Month-YYYY |
| **Project lifetime** | Indicate the time period over which project activities are to be implementedDD Month YYYY – DD Month YYYY; X-year lifetime |
| **(CCB) GHG accounting period**  | Indicate the time period over which changes in GHG emission reductions and/or carbon dioxide removals resulting from project activities are to be monitored DD Month YYYY – DD Month YYYY; X-year total period |
| **Original date of issue** | For pipeline listing, DD-Month-YYYY is the date of submissionFor registration, DD-Month-YYYY is the date the project description was completed following the completion of the audit |
| **Most recent date of issue** | DD-Month-YYYY is the date on which the document was most recently submitted |
| **Version** | Version number of this document |
| **VCS Standard version** | Version number of the VCS Standard used by the project  |
| **CCB Standards version** | Version number of the CCB Standards used by the project |
| **Project location** | Country, sub-national jurisdiction(s) |
| **Project proponent(s)** | Organization and contact name with email address and phone number Identify a primary contact if multiple project proponents exist |
| **Validation/verification body** | Organization and contact name with email address and phone number  |
| **History of CCB status** | Issuance date(s) of earlier validation statements, dates of previous attempts at validation, etc. |
| **Gold Level criteria** | List which Gold Level criteria are being used and provide a brief description of the activities planned and the expected results that enable the project to qualify for each relevant Gold Level |
| **Expected verification schedule**  | If known, provide the expected schedule for initial verification  |
| **Prepared by** | Individual and organization that prepared this document |

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# Summary of Project Benefits

This section highlights some of this project’s important benefits. Section 1.1 (Unique Project Benefits) should be aligned with a project’s causal model and is specific to this project. Section 1.2 (Standardized Benefit Metrics) is the same quantifiable information for all CCB projects. This section does not replace the development of a project-specific causal model or the monitoring and reporting of all associated project-specific impacts (positive and negative) that are described in Sections 2-5 of this document.

## Unique Project Benefits

Insert two to five brief summaries of expected benefits of the project not captured by the standardized benefit metrics in [Section 1.2](#_Standardized_Benefit_Metrics), below. Progress toward achieving each benefit listed here may be reported in project monitoring reports. These benefits shall relate to key project outcomes or impacts set out in the project’s theory of change ([Section 2.1.17](#_Project_Activities_and)). Estimations included below shall be substantiated in this document as denoted in the corresponding section reference.

|  |  |
| --- | --- |
| Outcome or impact estimated by the end of project lifetime | Section reference |
| 1) |  |
| 2)  |  |
| 3)  |  |
| 4) |  |
| 5) |  |

## Standardized Benefit Metrics

For each metric, provide an estimate of the net benefit the project aims to achieve during the project lifetime. Insert “not applicable” where the metric does not apply and “data not available” where the metric does apply but there are no means of quantification. Estimations included below shall be substantiated in this document as denoted in the corresponding section reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Metric** | **Estimated by the end of project lifetime** | **Section reference** |
| GHG emission reductions or carbon dioxide removals | Net estimated removals in the project area, measured against the without-project scenario  |  |  |
| Net estimated reductions in the project area, measured against the without-project scenario |  |  |
| Forest[[1]](#footnote-2) cover | For REDD[[2]](#footnote-3) projects: Estimated number of hectares of reduced forest loss in the project area measured against the without-project scenario  |  |  |
| For ARR[[3]](#footnote-4) projects: Estimated number of hectares of forest cover increased in the project area measured against the without-project scenario |  |  |
| Improved land management | Number of hectares of existing production forest land in which IFM[[4]](#footnote-5) practices are expected to occur as a result of project activities, measured against the without-project scenario |  |  |
| Number of hectares of non-forest land in which improved land management practices are expected to occur as a result of project activities, measured against the without-project scenario |  |  |
| Training | Total number of community members who are expected to have improved skills and/or knowledge resulting from training provided as part of project activities |  |  |
| Number of female community members who are expected to have improved skills and/or knowledge resulting from training as part of project activities  |  |  |
| Employment | Total number of people expected to be employed in project activities[[5]](#footnote-6), expressed as number of full-time employees[[6]](#footnote-7) |  |  |
| Number of women expected to be employed as a result of project activities, expressed as number of full-time employees |  |  |
| Livelihoods | Total number of people expected to have improved livelihoods[[7]](#footnote-8) or income generated as a result of project activities |  |  |
| Number of women expected to have improved livelihoods or income generated as a result of project activities |  |  |
| Health | Total number of people for whom health services are expected to improve as a result of project activities, measured against the without-project scenario  |  |  |
| Number of women for whom health services are expected to improve as a result of project activities, measured against the without-project scenario |  |  |
| Education | Total number of people for whom access to, or quality of, education is expected to improve as result of project activities, measured against the without-project scenario |  |  |
| Number of women and girls for whom access to, or quality of, education is expected to improve as result of project activities, measured against the without-project scenario |  |  |
| Water | Total number of people who are expected to experience increased water quality and/or improved access to drinking water as a result of project activities, measured against the without-project scenario |  |  |
| Number of women who are expected to experience increased water quality and/or improved access to drinking water as a result of project activities, measured against the without-project scenario |  |  |
| Well-being | Total number of community members whose well-being[[8]](#footnote-9) is expected to improve as a result of project activities |  |  |
| Number of women whose well-being is expected to improve as a result of project activities |  |  |
| Biodiversity conservation | Expected change in the number of hectares managed significantly better by the project for biodiversity conservation[[9]](#footnote-10), measured against the without-project scenario |  |  |
| Expected number of globally Critically Endangered or Endangered species[[10]](#footnote-11) benefiting from reduced threats as a result of project activities[[11]](#footnote-12),measured against the without-project scenario |  |  |

# Project Details

## Project Goals, Design and Long-Term Viability

### Summary Description of the Project (VCS, 3.2, 3.6, 3.10, 3.11, 3.13, 3.14; CCB, G1.2)

Provide a summary description of the project to enable an understanding of the nature of the project and its implementation, including the following (no more than one page):

* A summary description of the technologies/measures to be implemented by the project.
* The location of the project.
* An explanation of how the project is expected to generate GHG emission reductions or carbon dioxide removals.
* A brief description of the scenario existing prior to the implementation of the project.
* An estimate of annual average and total reductions and removals.
* Define the project’s climate, community, and biodiversity objectives.
* A statement as to whether the project is located within a jurisdiction covered by a jurisdictional REDD+ program.

### Audit History (VCS, 4.1)

For the project validation, state the validation date in the “Period” column in the table below. For projects undergoing crediting period renewal, include the full audit history of the project using the table below. The table should include all previous monitoring periods, including the period of this report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit type | Period | Program | Validation/verification body name | Number of years |
| Validation/ verification | (DD-Month-YYYY-- DD-Month-YYYY) |  | Validation/verification body name | One year |
|  | …. |  |  |  |

### Sectoral Scope and Project Type (VCS, 3.2)

Using the table below, state the Agriculture, forestry, and other land use (AFOLU) project category, and the project activity type applicable to the project.

|  |  |
| --- | --- |
| Sectoral scope | 14: Agriculture, forestry, and other land use |
| AFOLU project category [[12]](#footnote-13)  |  |
| Project activity type |  |

### Project Eligibility (VCS, 3.1, 3.6, 3.8, 3.18, 4.1; CCB Program Rules, 4.2.4, 4.6.4)

Describe and justify how the project is eligible to participate in the VCS and CCB programs.

Where applicable:

* Justify and demonstrate that the project activity is included under VCS Scope 14, that the correct AFOLU project category was selected, and that all related category requirements are met.
* For projects seeking registration/validation approval, provide the relevant information to demonstrate that the project underwent public comment prior to the opening meeting with the validation/verification body and the validation report and validation statement was submitted within one year of the initiation of the public comment period.
* Provide information to demonstrate that the project meets requirements related to all relevant deadlines (e.g., pipeline listing deadline, validation deadline, and public comment period expiration)
* Demonstrate that the applied methodology is eligible under the VCS Program.
* Include any other relevant eligibility information.

### Transfer Project Eligibility (VCS, 3.23, Appendix 2)

For transfer projects and CPAs seeking registration, justify how eligibility conditions have been met. The response should justify how the criteria in Appendix 2 and Section 3.23 (Participation under other GHG Programs) of the VCS Standard have been met.

### Project Design (VCS, 3.6)

Indicate if the project has been designed as:

[ ]  Single location or installation

[ ]  Multiple locations or project activity instances (but not a grouped project)

[ ]  Grouped project

The following sub-section is only required for grouped projects. If not applicable, indicate so and delete instruction and headings for sub-section 2.1.6.1 below.

#### Eligibility Criteria for Grouped Projects (VCS, 3.6; CCB, G1.14)

For grouped projects, specify the eligibility criteria and process for expansion of grouped projects. The eligibility criteria must be designed as to only allow new project instances that:

* Adopt and apply the project activities, technologies, and/or measures in the same manner as specified in the project description documentation.
* Meet the applicability conditions set out in the methodology.
* Are subject to the same community and biodiversity without-project scenarios as determined for the project.
* Are subject to the baseline scenario determined in the project description for the specified project activity and geographic area.
* Have characteristics with respect to additionality that are consistent with the initial instances for the specified project activity and geographic area.
* Are subject to the same processes for stakeholder engagement described in G3 and respect for rights to lands, territories and resources including free, prior, and informed consent described in G5.
* Have similar monitoring elements.

### Project Proponent (VCS, 3.7; CCB, G1.1)

Provide contact information for the project proponent(s). Copy and paste the table as needed.

|  |  |
| --- | --- |
| Organization name |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email | The email address domain must match that of the organization.  |

### Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any other entities involved in the development of the project. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Organization name |  |
| Role in the project |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email |  The email address domain must match that of the organization. |

### Project Ownership (VCS, 3.2, 3.7, 3.10; CCB, G5.8)

Provide evidence of project ownership, in conformance with the VCS and CCB program requirements on project ownership.

### Project Start Date (VCS, 3.8)

|  |  |
| --- | --- |
| Project start date  | DD-Month-YYYY |
| Justification  | Justify how the project start date conforms with the VCS Program requirements |

### Benefits Assessment and Project Crediting Period (VCS, 3.9; CCB, G1.9)

|  |  |
| --- | --- |
| Crediting period  | State the selected crediting period and justify how it conforms with the VCS Program requirements |
| Start date of first or fixed crediting period | DD-Month-YYYY to DD-Month-YYYY |
| CCB benefits assessment period | Indicate the time period over which changes in climate change adaptive capacity and resilience, biodiversity, and community well-being resulting from project activities are monitored. |

### Differences in Assessment/Project Crediting Periods (CCB, G1.9)

Explain and justify any differences between the assessment periods for GHG emissions accounting, climate adaptive capacity and resilience, community, and/or biodiversity.

### Project Scale and Estimated Reductions or Removals (VCS, 3.10)

Indicate the estimated annual GHG emission reductions/carbon dioxide removals (ERRs) of the project:

[ ]  < 300,000 tCO2e/year (project)

[ ]  ≥ 300,000 tCO2e/year (large project)

Complete the table below for the first (if renewable) or fixed crediting period:

|  |  |
| --- | --- |
| Calendar year of crediting period | Estimated reductions or removals (tCO2e) |
| DD-Month-YYYY to 31-December-YYYY  |  |
| 01-January-YYYY to 31-December-YYYY |  |
| 01-January-YYYY to DD-Month-YYYY |  |
| … |  |
| Total estimated ERRs during the first or fixed crediting period |  |
| Total number of years |  |
| Average annual ERRs |  |

### Physical Parameters (CCB, G1.3)

Provide a summary description of the basic physical parameters of the project. These may include, but are not limited to, the following:

* Topography (slope, aspect, geological features, etc.).
* Soil (mineral, organic, arable, upland, etc.).
* Climate (including temperature, rainfall, and seasonality).
* Hydrology.
* Types of vegetation (providing, at minimum, estimates of the area of land under different management types).

###  Social Parameters (VCS, 3.18; CCB, G1.3)

Provide a summary description of the basic social parameters of the project. These may include, but are not limited to, the following:

* Main settlements (towns, villages, or household clusters where communities reside).
* Land use and economic activities (farming and pastoral practices or culture, areas of use for collection, fishing or hunting, managed and conservation lands, etc.).
* Relevant historic conditions.
* Socio-cultural information (ethnicity, gender, age, household income, land ownership, education, health statistics, migration patterns, etc.).

### Project Zone Map and Project Location (VCS, 3.11, 3.18; CCB, G1.4-7, G1.13, CM1.2, B1.2)

Indicate the project location and geographic boundaries (if applicable) including a set of geodetic coordinates. Coordinates must also be submitted separately as a KML file.

Provide a map of the project zone including:

* Boundaries of the project zone, which is defined as the area encompassing the project area(s) in which project activities that directly affect land and associated resources, including activities such as those related to provision of alternate livelihoods and community development, are implemented.
* Location of communities (identified in Section 2.3.1).
* Boundaries of the project area(s), which is defined as the area(s) where project activities aim to generate net climate benefits.
* Any spatially identifiable high conservation value (HCV) areas (identified in [Sections 4.1.3](#_High_Conservation_Values) and [5.1.2](#_High_Conservation_Values_1)).
* Areas where offsite climate impacts are predicted.
* Areas where other stakeholders will be impacted ([Section 4.3](#_Other_Stakeholder_Impacts)).
* Areas where offsite biodiversity impacts are predicted ([Section 5.3](#_Offsite_Biodiversity_Impacts)).

For grouped projects, specify potential project areas and communities that may be included in the project at a future verification.

### Project Activities and Theory of Change (VCS, 3.6; CCB, G1.8)

Provide a summary description of each project activity (including the technologies or measures employed) and the expected output, outcomes, and impacts, using a theory of change to explain how the activities will achieve the project’s predicted climate, community, and biodiversity benefits.

The theory of change must provide a detailed description of the reduction or removal activities, including information on any conservation, management or planting activities, including a description of how the various organizations, communities and other entities are involved.

The Project Activities and Theory of Change Table ([see Appendix 2: Project Activities and Theory of Change Table](#_APPENDIX_3:_PROJECT)) may be used to describe how project activities will lead to the desired outcomes, if appropriate. Delete the table in the appendix if not used. A results chain may also be developed explaining how multiple activities are expected to lead to multiple outputs and outcomes to lead to specific project objectives. [[13]](#footnote-14)

### Sustainable Development Contributions (VCS, 3.17)

Provide a brief description that includes the following (no more than 500 words):

* A summary description of project activities that result in sustainable development (SD) contributions (i.e., technologies/measures implemented, activity location).
* An explanation of how project activities will result in expected SD contributions.
* A description of how the project contributes to achieving any nationally stated sustainable development priorities, including any provisions for monitoring and reporting these.

### Implementation Schedule (CCB, G1.9)

Identify key dates and milestones in the project’s development and implementation, such as introductory meeting dates, start and end dates for each project activity, start and end dates for the GHG accounting period, monitoring schedule, verification schedule, etc. Add rows to the table below as necessary.

|  |  |
| --- | --- |
| Date | Milestone(s) in the project’s development and implementation |
|  |  |
|  |  |

### Risks to the Project (CCB, G1.10)

Use the table below to identify and describe the likely natural and human-induced risks to the expected climate, community, and biodiversity benefits during the project lifetime. Identify and describe the measures that have or will be taken to mitigate these risks.

|  |  |  |
| --- | --- | --- |
| Identified Risk | Potential impact of risk on climate, community and/or biodiversity benefits | Actions needed and designed to mitigate the risk |
|  |  |  |
|  |  |  |
|  |  |  |

### Benefit Permanence (CCB, G1.11)

Describe the measures needed and designed to maintain and enhance the climate, community, and biodiversity benefits beyond the project lifetime.

### Financial Sustainability (CCB, G1.12)

Demonstrate that financial mechanisms adopted provide an adequate actual and projected flow of funds for project implementation and to achieve the project’s climate, community, and biodiversity benefits. Provide evidence of actual and/or projected revenues from GHG emissions reductions and/or carbon dioxide removals and/or other sources.

## Without-project Land Use Scenario and Additionality

### Conditions Prior to Project Initiation and Land Use Scenarios without the Project (VCS, 3.13; CCB, G2.1)

Describe the conditions existing prior to project initiation and demonstrate that the project has not been implemented to generate GHG emissions for the purpose of their subsequent reduction, removal, or destruction.

Where the baseline scenario is the same as the conditions existing prior to the project initiation, there is no need to repeat the description of the scenarios; state that this is the case and refer the reader to Section 3.1.4 (Baseline Scenario).

Projects must also provide the following information:

* Ecosystem type: Provide a brief (1–2 sentence) description of the ecosystem type.
* Current and historical land-use: Provide a brief (2–4 sentence) description of the current and historical land use of the project area.
* Present and prior environmental conditions of the project area: Provide information on the climate, hydrology, topography, relevant historic conditions, soils, vegetation, and ecosystems of the project area.

Describe the range of potential land use scenarios and the associated drivers of land use changes most likely to occur within the project zone in the absence of the project.

### Most-Likely Scenario Justification (CCB, G2.1)

Provide justification in the form of credible and well-documented analyses for the most likely of the without-project land use scenarios.

Acceptable evidence includes, but is not limited to, poverty assessments, farming knowledge assessments, or remote sensing analysis. Where a published methodology or model is used to assess land use change and the drivers of land use change, provide a full reference, and explain any variations from the published methodology.

### Community and Biodiversity Additionality (CCB, G2.2)

Document that community, and biodiversity project benefits would not occur in the absence of the project. Explain how existing laws, regulations, and governance arrangements, or lack of laws and arrangements, would likely affect land use in the absence of the project. Demonstrate that project activities would not have been implemented under the without-project scenario due to significant financial, technological, institutional or capacity barriers. If project activities are required by law, demonstrate that pertinent laws are not being enforced.

### Benefits to be used as Offsets (CCB, G2.2)

Identify any distinct community and biodiversity benefits intended to be used as offsets and specify how additionality is established for each benefit intended for this purpose.

This section should not include any information on climate benefits.

## Safeguards and Stakeholder Engagement

### Stakeholder Identification (VCS, 3.18, 3.19; CCB G1.5)

Describe the process(es) used to identify stakeholders likely impacted by the project.

### Stakeholder Descriptions (VCS, 3.18, 3.19; CCB, G1.6, G1.13)

List all communities, community groups, and other stakeholders, including a description of how each stakeholder was identified and their relevance to project activities. For grouped projects, also identify communities that may join the project. [The Stakeholder Description Table (see Appendix 1)](#_Appendix_1:_Stakeholder) may be used for this list if appropriate. Delete the table in the appendix if not used.

### Stakeholder Access to Project Documents (VCS, 3.18, 3.19; CCB, G3.1)

Describe how full project documentation, including project description documentation and monitoring reports, as they become available through the project lifetime, has been and will be made accessible to communities and other stakeholders.

### Dissemination of Summary Project Documents (VCS, 3.18, 3.19; CCB, G3.1)

Describe how summary project documentation, including information required for G1.1-9, has been actively disseminated to communities. Describe how summary information on monitoring results will be actively disseminated to communities.

### Informational Meetings with Stakeholders (VCS, 3.18, 3.19; CCB, G3.1)

Describe informational meetings with communities and local stakeholders and how they were publicized.

### Risks from the Project and No Net Harm (VCS, 3.18, 3.19)

Identify likely natural and human-induced risks resulting from project activities during the project lifetime and outline measures needed and designed to mitigate these risks, including risks to stakeholder participation, working conditions, safety of women and girls, and safety of minority and marginalized groups including children.

The Project Risks Table ([see Appendix 3: Project Risks Table](#_APPENDIX_4:_PROJECT)) may be used. Delete the table in the appendix if not used.

### Community Costs, Risks, and Benefits (CCB, G3.2)

Explain how relevant and adequate information about potential costs, risks, and benefits to communities – identified using a participatory and transparent process – has been provided to communities in a form they understand and in a timely manner prior to any decision they may be asked to make with respect to participation in the project.

### Information to Stakeholders on Validation and Verification Process (VCS, 3.18.6, 3.19; CCB, G3.3)

Describe how communities and other stakeholders are informed of the process for validation and verification. Specifically, address:

* Measures taken.
* Communication methods used.

### Site Visit Information and Opportunities to Communicate with Auditor (VCS, 3.18.6; CCB, G3.3)

Describe how communities and other stakeholders will be informed of the auditor’s site visit in a timely manner before the site visit occurs, and how direct and independent communication between communities and other stakeholders or their representatives and the auditor will be facilitated.

### Stakeholder Consultations (VCS, 3.18; CCB, G3.4)

Describe how communities including all the community groups and other stakeholders have influenced project design. Document consultations and indicate if and how project design and has been affected by stakeholder input using the table below. Repeat the table as necessary if multiple groups were consulted.

|  |  |
| --- | --- |
| **Date of stakeholder consultation** | DD-Month-YYYY |
| **Stakeholder engagement process**  | Describe the process to engage stakeholders in a culturally appropriate manner (e.g., dates of announcements or meetings, language and gender sensitivity). Describe the process or methods used to document the outcomes. |
| **Consultation outcome** | Summarize the discussion around consent to project design and implementation, risks, costs and benefits of the project.  |
| **Stakeholder input** | Describe how due account was taken of all input received during the consultation. Include details on any updates to the project design or justify why updates were not necessary or appropriate. |

Demonstrate in the table below how due account of all and any comments received during the consultation and public comment period has been taken. Include details on any updates to the project design or demonstrate the insignificance or irrelevance of comments.

|  |  |  |
| --- | --- | --- |
| **Summary of comment received** | **When comment was received**  | **Actions taken** |
| Provide a summary of each comment received (1 per row) |  | Provide a summary of actions taken and any project design updates. If no actions were taken, justify the insignificance or irrelevance of the comment.  |
| … |  |  |

### Continued Consultation and Adaptive Management (VCS, 3.18; CCB, G3.4)

Describe the plan developed to continue communication and consultation between the project proponent(s) and communities and other stakeholders about the project. Explain the processes the project will use throughout the life of the project to consider this input and adapt management accordingly.

### Stakeholder Consultation Channels (CCB, G3.5)

Demonstrate that all consultations and participatory processes have been undertaken directly with communities and other stakeholders or through their legitimate representatives. Provide justification that adequate levels of information sharing have occurred.

### Stakeholder Participation in Decision-Making and Implementation (VCS, 3.18, 3.19; CCB, G3.6)

Describe the measures needed and designed to enable the effective participation, as appropriate, of all communities. Demonstrate the culture- and gender-sensitivity of implementation of such measures.

### Anti-Discrimination Assurance (VCS 3.19; CCB, G3.7)

Describe the measures needed and designed to ensure that all entities involved in project design and implementation are not involved in, or complicit in, any form of discrimination (e.g., discrimination based on gender, race, religion, sexual orientation, or other habits. Demonstrate that no sexual harassment has or will occur as a result of project activities.

### Feedback and Grievance Redress Procedure (VCS, 3.18.4; CCB, G3.8)

Use the table below to describe the development and design of the grievance redress procedure intended to resolve any conflicts which may arise between the project proponent and stakeholders.

|  |  |
| --- | --- |
| **Development process** | Describe the process used to develop the grievance redress procedure including processes for receiving, hearing, responding, and attempting to resolve grievances within a reasonable time period, taking into account culturally appropriate conflict resolution methods. |
| **Grievance redress procedure** | Describe the grievance redress procedures developed with stakeholders. Demonstrate that the procedure includes: * A process for receiving, hearing, responding to and attempting to resolve grievances within a reasonable time period, which takes into account traditional conflict resolution methods.
* Three stages, each with reasonable time limits: attempt at resolution, mediation and arbitration or courts.
 |

### Accessibility of the Feedback and Grievance Redress Procedure (VCS, 3.19; CCB, G3.8)

Describe how the feedback and grievance redress procedure is publicized and accessible, and how grievances and project responses are documented and made publicly available.

### Worker Training (VCS, 3.19; CCB, G3.9)

Describe measures needed and designed to provide orientation and training for those employed through project activities and relevant people from the communities. The orientation and training must have an objective of building locally useful skills and knowledge to increase local participation in project implementation. Identify how local capacity is not lost through staff turnover.

### Community Employment Opportunities (VCS, 3.19.13; CCB, G3.10)

Demonstrate that all people from the communities will be given an equal opportunity to fill all work positions (including management) if the job requirements are met. Demonstrate that equal opportunities have been or will be provided in the context of gender equity and equal pay for labor and work. Explain how workers are selected for positions. Where relevant, describe the measures needed and designed to ensure community members, including women and vulnerable and/or marginalized people, are given a fair chance to fill positions for which they can be trained.

### Occupational Safety Assessment (VCS, 3.19; CCB, G3.12)

Provide an assessment of substantial risks to worker safety that could arise due to project implementation. Describe measures needed and designed to inform workers of risks and how to minimize such risks. Show how risks will be minimized.

## Management Capacity

### Project Governance Structures (CCB, G4.1)

Describe the project’s governance structures, and roles and responsibilities of all entities involved in project design and implementation.

For grouped projects, identify any new entities included in the project since the last CCB validation or verification.

### Required Technical Skills (VCS, 3.19; CCB, G4.2)

Document key technical skills required to implement the project successfully, including community engagement, biodiversity assessment and carbon measurement and monitoring skills.

### Management Team Experience (VCS, 3.19; CCB, G4.2)

Document the management team’s expertise and prior experience implementing land management and carbon projects at the scale of this project.

### Project Management Partnerships and Team Development (VCS, 3.19; CCB, G4.2)

If the project management team is lacking relevant experience, demonstrate how other organizations are partnered with in order to support the project, or include a recruitment strategy through which the management team plans to fill any gaps in knowledge or experience.

### Financial Health of Implementing Organization(s) (CCB, G4.3)

Document the financial health of the implementing organization(s) to ensure adequate financial support over the project lifetime.

### Avoidance of Corruption and Other Unethical Behavior (VCS, 3.19; CCB, G4.3)

Provide assurance that the project proponent and any other entities involved in the project design and implementation are not involved in, or complicit in, any form of corruption such as bribery, embezzlement, fraud, favoritism, cronyism, nepotism, extortion, and collusion. Describe any measures needed and designed to be able to provide this assurance.

### Commercially Sensitive Information (VCS, 3.5.2 – 3.5.4; CCB Rules, 3.5.13 – 3.5.14)

Indicate whether any commercially sensitive information has been excluded from the public version of the project description using Appendix 4 and briefly describe the items to which such information pertains.

Note - Information related to the determination of the baseline scenario, demonstration of additionality, and estimation and monitoring of GHG emission reductions and carbon dioxide removals (including operational and capital expenditures) cannot be considered to be commercially sensitive and must be provided in the public versions of the project documents.

## Legal Status and Property Rights

### National and Local Laws (VCS, 3.1, 3.6. 3.7, 3.14, 3.18, 3.19; CCB, G5.6)

Submit a list of all national, regional, and local laws, statutes and regulatory frameworks in the host country that are relevant to the project activities. Provide assurance that the project is complying with these and, where relevant, demonstrate how compliance is achieved.

### Relevant Laws and Regulations Related to Worker’s Rights (VCS, 3.18.2; CCB, G3.11)

List of all relevant laws and regulations covering workers’ rights in the host country and provide assurance that the project meets or exceeds each. Describe measures needed and designed to inform workers about their rights.

### Human Rights (VCS, 3.19)

Demonstrate how the project recognizes, respects, and promotes the protection of the rights of IPs, LCs, and customary rights holders in line with applicable international human rights law, and the United Nations Declaration on the Rights of Indigenous Peoples and ILO Convention 169 on Indigenous and Tribal Peoples.

### Indigenous Peoples and Cultural Heritage (VCS, 3.18, 3.19)

Demonstrate that the project preserves and protects cultural heritage as part of project activities.

### Statutory and Customary Property Rights (VCS, 3.18, 3.19; CCB, G5.1)

Describe and map tenure, use, access, and management rights to lands, territories, and resources in the project zone.

### Recognition of Property Rights (VCS, 3.7, 3.18, 3.19; CCB, G5.1)

Demonstrate that all property rights are recognized, respected, and supported. If applicable, describe measures needed, designed, and implemented by the project to help to secure statutory rights.

### Free, Prior and Informed Consent (VCS, 3.18; CCB, G5.2)

Use the table below to describe the outcome of the FPIC process as part of the stakeholder consultation process.

|  |  |
| --- | --- |
| **Description of process for obtaining consent** | Describe and demonstrate how consent to implement the project activities was obtained from those concerned, including IPs, LCs, and customary rights holders, and a transparent agreement was reached.  |
| **Outcome of FPIC process** | Describe the outcome of the FPIC process, including the transparent agreement, and the information disclosed prior to establishing a transparent agreement with those concerned, Ips, LCs, and customary rights holders. Provide assurance that:* The project will not encroach on land, relocate people without consent, and force physical or economic displacement.
* Appropriate restitution or compensation has been allocated to any parties whose lands have been or will be affected by the project.
 |

### Benefit Sharing Mechanisms (VCS, 3.18, 3.19;)

Where the project impacts property rights as described in Section 2.5.8 above, use the table below to describe the project’s benefit sharing agreement, demonstrating that smallholders/community members have fully and effectively participated in defining the decision-making process and the distribution mechanism for benefit sharing. Specify how the benefit sharing mechanism provides transparency with regard to project funding and costs as well as benefit distribution.

|  |  |
| --- | --- |
| **Process used to design the benefit sharing plan**  | Describe the process used to develop the benefit-sharing agreement with the affected stakeholder groups. |
| **Summary of the benefit sharing plan** | Describe the benefit-sharing agreement. Where affected stakeholder groups wish to keep elements of the plan private, provide the full arrangement as a commercially sensitive document. The project proponent shall demonstrate that the community wishes to keep this information private.  |
| **Approval and dissemination of benefit sharing plan** | Demonstrate that the benefit- sharing agreement was agreed up on by the affected stakeholder groups, and that the agreement was shared in a culturally appropriate manner. Demonstrate that the agreement is readily accessible should stakeholders wish to review the agreement. |

### Property Rights Protection (VCS, 3.18, 3.19; CCB, G5.3)

Demonstrate how the project recognizes, respects, and promotes the protection of the rights of the IPs, LCs, and customary rights holders that project activities do not lead to involuntary removal or relocation of property rights holders from their lands or territories, and does not force rights holders to relocate activities important to their culture or livelihood.

If any relocation of habitation or activities is undertaken within the terms of an agreement, demonstrate that the agreement was made with the free, prior, and informed consent of those concerned and includes provisions for just and fair compensation.

### Illegal Activity Identification (VCS, 3.19; CCB, G5.4)

Identify any illegal activities that could affect the project’s impacts. Describe measures needed and designed to reduce these activities so that project benefits are not derived from illegal activities. Demonstrate that the project does not and will not use victims of human trafficking, forced labor, and child labor.

### Ongoing Disputes (VCS, 3.18, 3.19; CCB, G5.5)

Identify any ongoing or unresolved conflicts or disputes over rights to lands, territories, and resources and also any disputes that were resolved during the last twenty years where such records exist, or at least during the last ten years.

Demonstrate that no activity is undertaken by the project that could prejudice the outcome of an unresolved dispute relevant to the project.

If applicable, describe measures needed and designed to resolve conflicts or disputes.

### Approvals (CCB, G5.7)

Document that the project has approval from appropriate authorities, including established formal and/or traditional authorities customarily required by the communities.

### Double Counting and Participation under Other GHG Programs (VCS, 3.23; CCB G5.9)

#### No Double Issuance

Is the project receiving or seeking credit for reductions and removals from a project activity under another GHG program, or any other form of community, social, or biodiversity unit or credit?

 [ ]  Yes [ ]  No

If yes, provide required evidence of no double issuance as outlined by the VCS Standard and the CCB Standards. Include all relevant information about the community, social, or biodiversity credit.

#### Registration in Other GHG Programs

Is the project registered or seeking registration under any other GHG programs?

 [ ]  Yes [ ]  No

If yes, provide the registration number and all relevant details. Specify how double counting is avoided.

#### Projects Rejected by Other GHG Programs

Has the project been rejected by any other GHG programs?

 [ ]  Yes [ ]  No

If yes, provide the program name(s), reason(s) and date for the rejection, justification of eligibility under the VCS Program, and any other relevant information.

### Double Claiming, Other Forms of Credit, and Scope 3 Emissions (VCS, 3.24)

#### No Double Claiming with Emissions Trading Programs or Binding Emission Limits

Are project reductions and removals or project activities also included in an emissions trading program or binding emission limit? See the *VCS Program Definitions* for definitions of emissions trading program and binding emission limit.

[ ]  Yes [ ]  No

If yes, provide all required evidence of no double claiming as outlined by the VCS Standard.

#### No Double Claiming with Other Forms of Environmental Credit

Has the project activity sought, received, or is planning to receive credit from another GHG-related environmental credit system? See the *VCS Program Definitions* for definition of GHG-related environmental credit system.

[ ]  Yes [ ]  No

If yes, provide all required evidence of no double claiming as outlined by the VCS Standard.

#### Supply Chain (Scope 3) Emissions

Do the project activities affect the emissions footprint of any product(s) (goods or services) that are part of a supply chain?

☐ Yes [ ]  No

If yes:

Is the project proponent(s) or authorized representative a buyer or seller of the product(s) (goods or services) that are part of a supply chain?

[ ]  Yes [ ]  No

If yes:

Has the project proponent(s) or authorized representative posted a public statement on their website saying, “Carbon credits may be issued through Verified Carbon Standard project [project ID] for the greenhouse gas emission reductions or removals associated with [project proponent or authorized representative organization name(s)] [name of product(s) whose emissions footprint is changed by the project activities].”?

[ ]  Yes [ ]  No

If yes to all:

Provide evidence of the public statement. Evidence must be provided in this section or in an appendix.

## Additional Information Relevant to the Project

### Leakage Management (VCS, 3.11, 3.15)

Where applicable, describe the leakage management plan and implementation of leakage and risk mitigation measures.

### Further Information

Include any additional relevant legislative, technical, economic, sectoral, social, environmental, geographic, site-specific and/or temporal information that may have a bearing on the eligibility of the project, the GHG emission reductions or carbon dioxide removals, or the quantification of the project’s reductions or removals.

# Climate

## Application of Methodology

### Title and Reference of Methodology (VCS, 3.1)

Provide the title, reference, and version number of the following information for the methodology(ies), tools, and modules applied to the project (where applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| Type (methodology, tool, module) | Reference ID (if applicable) | Title | Version |
| Example: Methodology | Example: VM0007 | Example: VM0007 REDD+ Methodology Framework (REDD+MF), | Example: 6.0 |
| … | … | … | … |

### Applicability of Methodology (VCS, 3.1)

Demonstrate and justify how the project activity(s) meets each of the applicability conditions of the methodology(s), tools, and modules applied by the project (where applicable). Address each applicability condition separately.

|  |  |  |
| --- | --- | --- |
| **Reference ID/Title** | **Applicability condition** | **Justification of conformance** |
| Example: VM0007 | First applicability condition for given methodology, tool, or module  | Justification that the project conforms with this applicability condition |
| … | ... | ... |

### Project Boundary (VCS, 3.12)

Define the project boundary and identify the relevant GHG sources, sinks, and reservoirs for the project and baseline scenarios (including leakage if applicable). Add rows as needed.

| Source | Gas | Included? | Justification/explanation |
| --- | --- | --- | --- |
| Baseline | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Other |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Other |  |  |
| Project | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Other |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Other |  |  |

Provide a diagram or map of the project boundary, showing clearly the physical locations of the various installations or management activities taking place as part of the project activity based on the description provided in Section 2.1.1 (Description of the Project Activity) above.

Include in the diagram or map the locations of where the various measures are taking place, and any reference areas and leakage belts.

### Baseline Scenario (VCS, 3.13)

Identify and justify the baseline scenario, in accordance with the procedure set out in the applied methodology and any relevant tools. Where the procedure in the applied methodology involves several steps, describe how each step is applied and clearly document the outcome of each step.

Explain and justify key assumptions, rationale, and methodological choices. Provide all relevant references.

### Additionality (VCS, 3.14)

Demonstrate and assess the additionality of the project, in accordance with the applied methodology and any relevant tools, taking into account the following additionality methods:

#### Regulatory Surplus (VCS, 3.14)

Is the project located in an [[UNFCCC Annex 1](https://unfccc.int/process/parties-non-party-stakeholders/parties-convention-and-observer-states?field_national_communications_target_id%5B515%5D=515&field_parties_date_of_ratifi_value=All&field_parties_date_of_signature_value=All&field_parties_date_of_ratifi_value_1=All&field_parties_date_of_signature_value_1=All&combine=)](https://unfccc.int/process/parties-non-party-stakeholders/parties-convention-and-observer-states) or Non-Annex 1 country?

[ ]  Annex 1 country [ ]  Non-Annex 1 country

Are the project activities mandated by any law, statute, or other regulatory framework?

[ ]  Yes [ ]  No

If the project is located inside a Non-Annex 1 country and the project activities are mandated by a law, statute, or other regulatory framework, are such laws, statutes, or regulatory frameworks systematically enforced?

[ ]  Yes [ ]  No

If no, describe which mandated laws, statutes, or other regulatory frameworks require project activities and provide evidence of systematic non-enforcement to demonstrate regulatory surplus.

#### Additionality Methods (VCS, 3.14)

For the following, provide sufficient information (including all relevant data and parameters, with sources) so that a reader can reproduce the additionality analysis and obtain the same results:

* Where a project method is applied to demonstrate additionality and the procedure in the applied methodology or tool involves several steps, describe how each step is applied and clearly document the outcome of each step. Indicate clearly the method selected to demonstrate additionality (e.g., investment analysis or barrier analysis in the case of the CDM Tool for the demonstration and assessment of additionality). Where barrier analysis, or equivalent, is used to demonstrate additionality, only include the most relevant barriers. Justify the credibility of the barriers with key facts and/or assumptions and the rationale. Provide all relevant references.
* Where a performance method is applied to demonstrate additionality, demonstrate that performance can be achieved to a level at least equivalent to the performance benchmark metric.
* Where the methodology applies an activity method for the demonstration of additionality, include a statement that notes that conformance with the positive list is demonstrated in the Applicability of Methodology section above.

### Methodology Deviations (VCS, 3.20)

Describe and justify any methodology deviations applied, including any previous deviations. Include evidence to demonstrate the following:

* The deviation will not negatively impact the conservativeness of the quantification of GHG emission reductions or carbon dioxide removals.
* The deviation relates only to the criteria and procedures for monitoring or measurement and does not relate to any other part of the methodology.

## Quantification of Estimated GHG Emission Reductions and Removals

### Baseline Emissions (VCS, 3.15)

Describe the procedure for quantification of baseline emissions and/or carbon stock changes in accordance with the applied methodology. Baseline emissions may be negative where carbon stock increases (sinks) exceed baseline emissions. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculations. Explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values). Include all calculations in the emission reduction and removal calculation spreadsheet.

### Project Emissions (VCS, 3.15)

Describe the procedure for quantification of project emissions and/or carbon stock changes in accordance with the applied methodology. Project emissions may be negative where carbon stock increases (sinks) exceed project emissions. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculations.

Explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values). Include all calculations in the emission reduction and removal calculation spreadsheet.

### Leakage Emissions (VCS 2.5, 3.2, 3.6, 3.15, 4.3)

Describe the procedure for quantification of leakage emissions in accordance with the applied methodology. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculations. Explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values). Include all calculations in the emission reduction and removal calculation spreadsheet.

### Estimated GHG Emission Reductions and Carbon Dioxide Removals (VCS, 3.15, 4.1)

Describe the procedure for the quantification of estimated GHG emission reductions (reductions) and carbon dioxide removals (removals). Include all relevant equations.

For data and parameters monitored, use the estimated data/parameter values provided in Section 3.3.2 below. Document how each equation is applied in a manner that enables the reader to reproduce the calculations. Provide calculations for all key equations to allow the reader to reproduce the annual calculations for estimated reductions or removals. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all of the above in the emission reduction and removal calculation spreadsheet.

Complete the tables below by vintage period (calendar year). Note that the baseline or project emissions subtotals may be negative where sinks exceed emissions. Only specify the estimated VCUs for reductions and removals separately where the applied methodology provides procedures and equations to do so.

Provide the requested information using the table below:

|  |  |
| --- | --- |
| **State the non-permanence risk rating (%)** | Example: 20% |
| **Has the non-permanence risk report been attached as either an appendix or a separate document?** |  [ ]  Yes [ ]  No |
| **For ARR and IFM projects with harvesting, state, in tCO2e, the Long-term Average (LTA).**  |  |
| **Has the LTA been updated based on monitored data, if applicable?** |  [ ]  Yes [ ]  NoIf no, provide justification. |
| **State, in tCO2e, the expected total GHG benefit to date.** |  |
| **Is the number of GHG credits issued below the LTA?** |  [ ]  Yes [ ]  NoIf no, provide justification. |

Complete the table below for the project crediting period. Note that the buffer pool allocation is split proportionally between the estimated reductions and removals. (For example, if a project is estimated to achieve 20,000 tCO2e removals and 80,000 tCO2e reductions and has a buffer contribution of 20%, or 20,000, the estimated removal VCUs would be 16,000 and reduction VCUs would be 64,000.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vintage period** | **Estimated baseline emissions (tCO2e)** | **Estimated project emissions (tCO2e)** | **Estimated leakage emissions (tCO2e)** | **Estimated buffer pool allocation (tCO2e)** | **Estimated reduction VCUs (tCO2e)** | **Estimated removal VCUs (tCO2e)** | **Estimated total VCU issuance (tCO2e)** |
| DD-MMM-YYYY to 31-Dec-YYYY  | Example: 50,000  | Example: 20,000  | Example: 10,000  | Example: 4,000 | Example: 8,000  | Example: 8,000  | Example: 16,000 |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |  |
| Total  |  |  |  |  |  |  |  |

## Monitoring

### Data and Parameters Available at Validation (VCS, 3.16)

Complete the table below for all data and parameters that are determined or available at validation and remain fixed throughout the project crediting period (copy the table as necessary for each data/parameter). The values provided are used to quantify the estimated reductions and removals for the project crediting period in Section 3.2.4 above. Data and parameters to be monitored during the operation of the project are included in Section 3.3.2 (Data and Parameters Monitored) below.

|  |  |
| --- | --- |
| Data / parameter |  |
| Data unit | Indicate the unit of measure |
| Description | Provide a brief description of the data/parameter |
| Source of data | Indicate the source(s) of data |
| Value applied | Provide the value applied |
| Justification of choice of data or description of measurement methods and procedures applied | Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., what standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix. |
|  Purpose of data | Indicate one of the following: * Determination of baseline scenario (AFOLU projects only)
* Calculation of baseline emissions
* Calculation of project emissions
* Calculation of leakage
 |
| Comments | Provide any additional comments |

### Data and Parameters Monitored (VCS, 3.16)

Complete the table below for all data and parameters that will be monitored during the project crediting period (copy the table as necessary for each data/parameter). The values provided are used to quantify the estimated reductions and removals for the project crediting period in Section 3.2.4 above.

|  |  |
| --- | --- |
| Data / parameter |  |
| Data unit | Indicate the unit of measure |
| Description | Provide a brief description of the data/parameter |
| Source of data | Indicate the source(s) of data |
| Description of measurement methods and procedures to be applied | Specify the measurement methods and procedures, any standards or protocols to be followed, and the person/entity responsible for the measurement. Include any relevant information regarding the accuracy of the measurements (e.g., accuracy associated with meter equipment or laboratory tests). |
| Frequency of monitoring/recording | Specify measurement and recording frequency |
| Value applied | Provide an estimated value for the data/parameter  |
| Monitoring equipment | Identify equipment used to monitor the data/parameter including type, accuracy class, and serial number of equipment, as appropriate. |
| QA/QC procedures to be applied | Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable. |
| Purpose of data | Indicate one of the following: * Calculation of baseline emissions
* Calculation of project emissions
* Calculation of leakage
 |
| Calculation method | Where relevant, provide the calculation method, including any equations, used to establish the data/parameter. |
| Comments | Provide any additional comments |

### Monitoring Plan (VCS, 3.16, 3.20)

Describe the process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters set out in [Section 3.3.2 (Data and Parameters Monitored)](#_Data_and_Parameters) above. Include details on the following:

Include details on the following:

* The methods for measuring, recording, storing, aggregating, collating and reporting on monitored data and parameters. Where relevant, include the procedures for calibrating monitoring equipment.
* The organizational structure, responsibilities and competencies of the personnel that will be carrying out monitoring activities.
* The procedures for internal auditing and QA/QC.
* The procedures for handling non-conformances with the validated monitoring plan.
* Any sampling approaches used, including target precision levels, sample sizes, sample site locations, stratification, frequency of measurement and QA/QC procedures.

Where appropriate, include line diagrams to display the GHG data collection and management system.

### Dissemination of Monitoring Plan and Results (VCS, 3.18; CCB, CL4.2)

Describe how the monitoring plan, and any results of monitoring undertaken in accordance with the monitoring plan, will be disseminated and made publicly available on the internet.

Describe the means by which summaries (at minimum) of the monitoring plan and results will be communicated to the communities and other stakeholders.

## Optional Criterion: Climate Change Adaptation Benefits

Complete this section (3.4) if the project seeks to be validated to the Gold Level for climate change adaptation benefits. If not applicable, state so and leave this section blank.

### Regional Climate Change Scenarios (CCB, GL1.1)

Identify likely regional or sub-national climate change and climate variability scenarios and impacts and identify potential changes in the local land use scenario due to these climate change scenarios in the absence of the project.

### Climate Change Impacts (CCB, GL1.2)

Describe how current or anticipated climate changes are having or are likely to have an impact on the following in the project zone and surrounding regions:

* Community well-being
* Biodiversity conservation status

### Measures Needed and Designed for Adaptation (CCB, GL1.3)

Based on the causal model described in response to G1.8, describe measures needed and designed to assist communities and biodiversity to adapt to the probable impacts of climate change.

# Community

## Without-Project Community Scenario

### Descriptions of Communities at Project Start (CCB, CM1.1)

Describe the communities at the start of the project and any significant community changes in the past. Include the following:

* Well-being information: people’s experience of the quality of their lives; this may include environmental, social, economic, psychological, spiritual, and medical dimensions.
* Community characteristics: these include shared language, mythology, history, culture, livelihood systems, traditional authority structures, institutions, practices, values, relationships with specific sites of historical, cultural or spiritual significance, relationships with natural resources, or the customary institutions and rules governing the use of resources and sites.
* Diversity within the community: social, economic and cultural diversity, including at least wealth, gender, age, and ethnicity.

### Interactions between Communities and Community Groups (VCS, 3.19; CCB, CM1.1)

Describe interactions at the start of the project between the communities and community groups described in [Section 4.1.1](#_Descriptions_of_Communities), above.

### High Conservation Values (CCB, CM1.2)

Complete the table below for each of the following HCVs related to community well-being in the project zone:

* Areas that provide critical ecosystem services.
* Areas that are fundamental for the livelihoods of communities.
* Areas that are critical for the traditional cultural identity of communities.

Copy and paste the table as needed.

|  |  |
| --- | --- |
| **High Conservation Value** | Specify HCV (e.g., name the hydrological service, food source, or culturally significant area)  |
| **Qualifying Attribute** | Provide rationale for its significance for community well-being |
| **Focal Area** | Identify the area(s) that need to be managed to maintain or enhance this HCV |

### Without-Project Scenario: Community (CCB, CM1.3)

Describe the expected changes in the well-being conditions and other characteristics of communities and community groups under the without-project land use scenario.

## Net Positive Community Impacts

### Expected Community Impacts (CCB, CM2.1)

Complete the table below for each community group to describe the anticipated impacts resulting from project activities under the with-project scenario. Explain and justify key assumptions, rationale, and methodological choices. Explain how the affected groups have participated in the evaluation of impacts. Provide all relevant references. Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Community group** | Identify group |
| **Impact(s)** | Identify impact(s) |
| **Type of benefit/cost/risk** | Describe whether each impact is predicted or actual, direct or indirect, and whether it is a benefits, a cost or risk |
| **Change in well-being** | Describe type and magnitude of each impact |

### Negative Community Impact Mitigation (VCS, 3.19; CCB, CM2.2)

Describe measures needed and designed to mitigate any negative well-being impacts on community groups, such as pollutants (air, noise, discharges to water, generation of waste, release of hazardous materials), and the safety of women, girls, children, and other marginalized groups; and for maintenance or enhancement of HCV attributes related to community well-being. Explain how such measures are consistent with the precautionary principle.

### Net Positive Community Well-Being (VCS, 3.19; CCB, CM2.3, GL1.4)

Demonstrate that the anticipated net well-being impacts of the project are predicted to be positive for all identified community groups compared with their anticipated well-being conditions under the without-project land use scenario.

If the project intends to meet the Gold Level for climate change adaptation benefits, demonstrate how the project activities will assist communities to adapt to the probable impacts of climate change.

### High Conservation Values Protected (CCB, CM2.4)

Demonstrate that none of the HCVs related to community well-being will be negatively affected by the project.

## Other Stakeholder Impacts

### Impacts on Other Stakeholders (VCS, 3.18, 3.19; CCB, CM3.1)

Identify any potential positive and negative impacts that the project activities are likely to have on the well-being of other stakeholders.

### Mitigation of Negative Impacts on Other Stakeholders (VCS, 3.18, 3.19; CCB, CM3.2)

Describe the measures needed and designed to mitigate the negative impacts on the well-being of other stakeholders.

### Net Impacts on Other Stakeholders (VCS, 3.18, 3.19; CCB, CM3.3)

Describe how the project activities are not anticipated to result in net negative impacts on the well-being of other stakeholders.

## Community Impact Monitoring

### Community Monitoring Plan (CCB, CM4.1, CM4.2, GL1.4, GL2.2, GL2.3, GL2.5)

Present a monitoring plan that identifies communities, community groups, and other stakeholders to be monitored, variables to be monitored, types of measurements and sampling methods, and the frequency of monitoring and reporting for each type and method.

The monitoring plan must:

* Be based on variables directly linked to the project’s objectives for communities and community groups and to predicted outputs, outcomes, and impacts identified in the project’s causal model related to the well-being of communities.
* Assess differentiated impacts for each of the community groups and include an evaluation by the affected community groups.
* Assess the effectiveness of measures taken to maintain or enhance all identified HCVs related to community well-being.

If the project intends to meet the Gold Level for climate change adaptation benefits (GL1), the community monitoring plan must include the following:

* Indicators for adaptation benefits for communities.

If the project intends to meet the Gold Level for exceptional community benefits (GL2), it must also include the following:

* Indicators of well-being impacts and risks for smallholder/community members.
* Indicators of impacts on women.

### Monitoring Plan Dissemination (CCB, CM4.3)

Describe how the monitoring plan, and any results of monitoring undertaken in accordance with the monitoring plan, will be disseminated and made publicly available on the internet.

Describe the means by which summaries (at minimum) of the monitoring plan and results will be communicated to the communities and other stakeholders.

## Optional Criterion: Exceptional Community Benefits

Complete this section if the project seeks to be validated to the Gold Level for exceptional community benefits. If not applicable, state so and leave this section blank.

### Exceptional Community Criteria (CCB, GL2.1)

Demonstrate at least one of the following:

Smallholders/community members or communities either own or have management rights to land in the project area and rights to claim that their activities will generate or cause the project’s climate, community and biodiversity benefits.

OR

The project zone is in a low human development country OR in an administrative area of a medium or high human development country in which at least 50% of the households within the communities are below the national poverty line.

### Short-term and Long-term Community Benefits (CCB, GL2.2)

Demonstrate that the project will generate short-term and long-term net positive well-being benefits for smallholders/community members.

### Community Participation Risks (CCB, GL2.3)

Identify, through a participatory process, risks for the smallholders/community members to participate in the project. Explain how the project is designed to avoid such trade-offs and the measures taken to manage the identified risks.

### Marginalized and/or Vulnerable Community Groups (CCB, GL2.4)

Use the table below to identify each of the marginalized and/or vulnerable community groups that the project is engaging with and how the communities will gain net positive benefits. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Community Group  | Identify the community group |
| Net positive impacts | Demonstrate that the project activities are anticipated to generate net positive impacts on the well-being of all identified marginalized and/or vulnerable community groups |
| Benefit access | Demonstrate that any barriers or risks that might prevent benefits going to marginalized and/or vulnerable smallholder/community members have been identified and addressed |
| Negative impacts | Demonstrate which measures will be taken to identify any marginalized and/or vulnerable smallholders/community members, whose well-being may be negatively affected by the project, and that measures will be taken to avoid, or when unavoidable to mitigate, any such impacts |

### Net Impacts on Women (CCB, GL2.5)

Demonstrate that the project will generate net positive impacts on the well-being of women and that women participate in or influence decision making.

### Benefit Sharing Mechanisms (CCB, GL2.6)

Where benefit sharing is already described in Section 2.5.6 above, indicate so here and leave the rest of this section blank.

Describe the design and implementation of the project’s benefit sharing mechanism(s), demonstrating that smallholders/community members have fully and effectively participated in defining the decision-making process and the distribution mechanism for benefit sharing. Specify how the benefit sharing mechanism provides transparency in regard to project funding and costs as well as benefit distribution.

Where the project impacts property rights as described in Section 2.5 above, use the table below to describe the project’s benefit sharing agreement.

|  |  |
| --- | --- |
| **Process used to design the benefit sharing plan**  | Describe the process used to develop the benefit-sharing agreement with the affected stakeholder groups. |
| **Summary of the benefit sharing plan** | Describe the benefit-sharing agreement. Where affected stakeholder groups wish to keep elements of the plan private, provide the full arrangement as a commercially sensitive document. The project proponent shall demonstrate that the community wishes to keep this information private.  |
| **Approval and dissemination of benefit sharing plan** | Demonstrate that the benefit- sharing agreement was agreed up on by the affected stakeholder groups, and that the agreement was shared in a culturally appropriate manner. Demonstrate that the agreement is readily accessible should stakeholders wish to review the agreement. |

### Benefits, Costs, and Risks Communication (VCS, 3.18; CCB, GL2.7)

Explain how relevant and adequate information about predicted and actual benefits, costs, and risks has been communicated to smallholders/community members and provide evidence that the information is understood.

### Governance and Implementation Structures (CCB, GL2.8)

Describe the project’s governance and implementation structures, and any relevant self-governance or other structures used for aggregation of smallholders/community members, and demonstrate that they enable full and effective participation of smallholders/community members in project decision-making and implementation.

### Smallholders/Community Members Capacity Development (CCB, GL2.9)

Demonstrate how the project will be developing the capacity of smallholders/community members, and relevant local organizations or institutions, to participate effectively and actively in project design, implementation, and management.

# Biodiversity

## Without-Project Biodiversity Scenario

### Existing Conditions (VCS, 3.19; CCB, B1.1)

Describe the biodiversity within the project zone at the start of the project and threats to that biodiversity. Explain and justify key assumptions, rationale, and methodological choices. Provide all references.

Where the project is located in or adjacent to habitats for rare, threatened, or endangered species, list such species and habitats in the table below and provide evidence that the project will not adversely impact these areas. Add rows as needed.

|  |  |
| --- | --- |
| **Species and habitat**  | Demonstrate that the project will not adversely impact habitats for rare, threatened, or endangered species. |
| **…** | … |

### High Conservation Values (CCB, B1.2)

Complete the table below identifying HCVs related to biodiversity in the project zone. HCVs can be categorized based on the following attributes:

* Globally, regionally, or nationally significant concentrations of biodiversity values, protected areas, threatened species, endemic species and/or areas that support significant concentrations of a species during any time in their lifecycle.
* Globally, regionally, or nationally significant large landscape-level areas where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
* Threatened or rare ecosystems.

|  |  |
| --- | --- |
| High conservation value | Specify HCV (e.g., name the area and species it supports). |
| Qualifying attribute | Provide rationale (e.g., if there are significant species concentrations or viable populations in natural patterns of distribution and abundance or threatened or rare ecosystems). |
| Focal area | Identify the area(s) that need to be managed to maintain or enhance this HCV. |

### Without-project Scenario: Biodiversity (CCB, B1.3)

Describe how the without-project land use scenario would affect biodiversity conditions in the project zone.

## Net Positive Biodiversity Impacts

### Expected Biodiversity Changes (VCS, 3.19; CCB, B2.1)

Provide evidence that the project area was not cleared or drained of existing natural ecosystems, unless such clearing took place at least 10 years prior, or the dominant land cover was invasive.

Complete the table below to describe the anticipated changes in biodiversity resulting from project activities under the with-project scenario in the project zone and over the project lifetime. Explain and justify key assumptions, rationale, and methodological choices. Provide all relevant references. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Biodiversity element | Identify element |
| Estimated change | Identify change |
| Justification of change | Describe the factors contributing to the change and methods used to estimate or document it |

### Mitigation Measures (VCS, 3.19; CCB, B2.3)

Describe measures needed and designed to mitigate negative impacts on biodiversity and any measures needed and designed for maintenance or enhancement of the HCV attributes. Explain how such measures are consistent with the precautionary principle.

### Net Positive Biodiversity Impacts (CCB, B2.2, GL1.4)

Demonstrate that the project’s anticipated net impacts on biodiversity in the project zone will be positive compared with conditions under the without-project land use scenario.

If the project intends to meet the Gold Level for climate change adaptation benefits, demonstrate how the project activities will assist biodiversity to adapt to the probable impacts of climate change.

### High Conservation Values Protected (CCB, B2.4)

Demonstrate that no HCVs related to biodiversity are negatively affected by the project.

### Species Used (VCS, 3.19; CCB, B2.5, B2.6)

Using the table below, list all species used by the project. Demonstrate that no known invasive species will be introduced into any area affected by the project, and include the classification of species introduced, denoting which species are native or non-native. Include the justification that the usage of any non-native species is appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Species introduced** | **Classification** | **Justification for use** | **Adverse effects and mitigation** |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |

### Invasive Species (VCS, 3.19; CCB, B2.5)

Where invasive species exist in the project area, list such species in the table below and demonstrate that the project activity will not allow the species to thrive.

|  |  |
| --- | --- |
| **Existing invasive species** | **Mitigation measures to prevent spread or continued existence of invasive species** |
|   |  |
|   |  |
|   |  |

### GMO Exclusion (CCB, B2.7)

Guarantee that no GMOs are used to generate GHG emissions reductions or carbon dioxide removals.

### Inputs Justification (VCS, 3.19; CCB, B2.8)

Complete the table below to describe the use of any fertilizers, chemical pesticides, biological control agents and other inputs used for the project. Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Name** | Identify input |
| **Justification of use** | Justify use |
| **Potential adverse effect** | Describe the possible adverse effects on the region’s environment and/or communities |

### Waste Products (VCS, 3.19; CCB, B2.9)

Describe the process for identifying, classifying, and managing all waste products resulting from project activities.

## Offsite Biodiversity Impacts

### Negative Offsite Biodiversity Impacts (CCB, B3.1) and Mitigation Measures (CCB, B3.2)

Complete the table below to describe any potential negative impacts on biodiversity outside of the project zone resulting from project activities. Add rows as needed.

|  |  |
| --- | --- |
| Negative offsite impact  | Mitigation measure(s) |
| Identify potential negative impact on biodiversity | Describe the measures needed and designed to mitigate negative impact |
|  |  |

### Net Offsite Biodiversity Benefits (VCS, 3.19; CCB, B3.3)

Evaluate potential unmitigated negative impacts on biodiversity outside the project zone and compare them with the project’s potential biodiversity benefits within the project zone. Justify and demonstrate that the net effect of the project on biodiversity is positive.

## Biodiversity Impact Monitoring

### Biodiversity Monitoring Plan (CCB, B4.1, B4.2, GL1.4, GL3.4)

Present a monitoring plan that:

* Identifies biodiversity variables to be monitored, which should be directly linked to the project’s biodiversity objectives and to predicted outputs, outcomes and impacts identified in the project’s causal model related to biodiversity.
* Identifies the areas to be monitored.
* Identifies the types of measurements, the sampling methods, and the frequency of monitoring and reporting to be used.
* Assesses the effectiveness of measures taken to maintain or enhance all identified HCVs related to globally, regionally, or nationally significant biodiversity present in the project zone.

If the project intends to meet the Gold Level for climate change adaptation benefits (GL1), the community monitoring plan must also include indicators for adaptation benefits for biodiversity.

If the project intends to meet the Gold Level for exceptional biodiversity benefits (GL3), it must also include indicators of the population trend of each trigger species and/or the threats to such species.

### Biodiversity Monitoring Plan Dissemination (CCB, B4.3)

Describe how the monitoring plan, and any results of monitoring undertaken in accordance with the monitoring plan, will be disseminated and made publicly available on the internet. Describe the means through which summaries (at least) of the monitoring plan and results will be communicated to the communities and other stakeholders.

## Optional Criterion: Exceptional Biodiversity Benefits

Complete this section if the project seeks to be validated to the Gold Level for exceptional biodiversity benefits. If not applicable, state so and leave this section blank.

### High Biodiversity Conservation Priority Status (CCB, GL3.1)

At any site in the project zone, demonstrate the presence of at least a single individual of a species on the IUCN Red List that is critically endangered or endangered, or the presence of at least 30 individuals or 10 pairs of a vulnerable species.

OR

Demonstrate that at least part of a species’ global population is present at the site at any stage of the species’ lifecycle according to either of the following thresholds:

* At least five percent of the global population of a restricted-range species or a species with large but clumped distributions.
* At least one percent of a species’ global population uses the site at least seasonally (globally significant source populations or globally significant congregation).

### Trigger Species Population Trends (CCB, GL3.2, GL3.3)

Complete the table below to describe trends in trigger species populations. Responses should be based on the causal model that identifies threats to trigger species and activities to address them. Be as specific as possible, providing citations for all references. Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Trigger species** | Identify species |
| **Population trend at start of project** | Describe recent population trend in the project zone at the start of the project. Estimate numbers, if possible |
| **Without-project scenario** | Describe the most likely changes under the without-project land use scenario |
| **With-project scenario** | Describe measures needed and designed to maintain or enhance the population status of each trigger species in the project zone, and to reduce the threats to them. If possible, estimate the number of this species that will be in the project zone at the end of the project |

# Appendix 1: Stakeholder DESCRIPTION Table

Use this appendix, if necessary, to identify stakeholders and fulfill [Section 2.3.2](#_Stakeholder_Identification_(G1.5)) above. Modify the table, if necessary, to suit the project activities, or delete if not used.

|  |  |
| --- | --- |
| Stakeholder | Rights, interest, and overall relevance to the project |
| Identify communities and any community groups within them, any cross-cutting community groups, and list other stakeholders. |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Appendix 2: Project Activities and Theory of Change Table

Use this appendix, if applicable, to identify project activities and fulfill the requirements of Section 2.1.17 above. This is an example of just one method of representing the theory of change. Results chains/flow diagrams are another effective way to represent the theory of change. Modify the table, if necessary, to suit the project activities, or delete if not used.

|  |  |  |
| --- | --- | --- |
| Activity description | Expected climate, community, and/or biodiversity | Relevance to project’s objectives |
| Outputs(short term) | Outcomes(medium term) | Impacts(long term) |
|  |  |  |  |  |
|  |  |  |  |  |

# Appendix 3: Project Risks Table

Use this appendix, if necessary, to identify project risks and fulfill the requirements of [Section 2.3.6](#_Risks_to_the) above. Modify the table, if necessary, to suit the project activities, or delete if not used.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Identified risk(s)** | **Potential impact of risk on stakeholders, ecosystem health, and biodiversity** | **Mitigation or preventative measure(s) taken** |
| Impacts on biodiversity and ecosystems |  |  |  |
| Soil degradation and soil erosion |  |  |  |
| Water consumption and stress |  |  |  |
| ….. |  |  |  |
| [Additional risk identified] |  |  |  |
| …… |  |  |  |

# Appendix 4: Commercially Sensitive Information

Use the table below to describe the commercially sensitive information included in the project description to be excluded in the public version.

|  |  |  |
| --- | --- | --- |
| Section | Information | Justification |
|  |  |  |
|  |  |  |

# Appendix X: <TITLE OF APPENDIX>

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.

1. Land with woody vegetation that meets an internationally accepted definition (e.g., UNFCCC, FAO, or IPCC) of what constitutes a forest, which includes threshold parameters, such as minimum forest area, tree height and level of crown cover, and may include mature, secondary, degraded and wetland forests (VCS Program Definitions) [↑](#footnote-ref-2)
2. Reduced emissions from deforestation and forest degradation (REDD) - Activities that reduce GHG emissions by slowing or stopping conversion of forests to non-forest land and/or reduce the degradation of forest land where forest biomass is lost (VCS Program Definitions) [↑](#footnote-ref-3)
3. Afforestation, reforestation and revegetation (ARR) - Activities that increase carbon stocks in woody biomass (and in some cases soils) by establishing, increasing and/or restoring vegetative cover through the planting, sowing and/or human-assisted natural regeneration of woody vegetation (VCS Program Definitions) [↑](#footnote-ref-4)
4. Improved forest management (IFM) - Activities that change forest management practices and increase carbon stock on forest lands managed for wood products such as saw timber, pulpwood, and fuelwood (VCS Program Definitions) [↑](#footnote-ref-5)
5. Employed in project activities means people directly working on project activities in return for compensation (financial or otherwise), including employees, contracted workers, sub-contracted workers and community members that are paid to carry out project-related work. [↑](#footnote-ref-6)
6. Full time equivalency is calculated as the total number of hours worked (by full-time, part-time, temporary and/or seasonal staff) divided by the average number of hours worked in full-time jobs within the country, region or economic territory (adapted from the UN System of National Accounts (1993) paragraphs 17.14[15.102];[17.28]) [↑](#footnote-ref-7)
7. Livelihoods are the capabilities, assets (including material and social resources) and activities required for a means of living (Krantz, Lasse, 2001. The Sustainable Livelihood Approach to Poverty Reduction. SIDA). Livelihood benefits may include benefits reported in the Employment metrics of this table. [↑](#footnote-ref-8)
8. Well-being is people’s experience of the quality of their lives. Well-being benefits may include benefits reported in other metrics of this table (e.g. Training, Employment, Livelihoods, Health, Education and Water), and may also include other benefits such as strengthened legal rights to resources, increased food security, conservation of access to areas of cultural significance, etc. [↑](#footnote-ref-9)
9. Managed for biodiversity conservation in this context means areas where specific management measures are being implemented as a part of project activities with an objective of enhancing biodiversity conservation, e.g. enhancing the status of endangered species [↑](#footnote-ref-10)
10. Per IUCN’s Red List of Threatened Species [↑](#footnote-ref-11)
11. In the absence of direct population or occupancy measures, measurement of reduced threats may be used as evidence of benefit [↑](#footnote-ref-12)
12. See Appendix 1 of the VCS Standard [↑](#footnote-ref-13)
13. For examples, see: Richards, M. and Panfil, S.N. 2011, Social and Biodiversity Impact Assessment (SBIA) Manual for REDD+ Projects: Part 1 – Core Guidance for Project Proponents. Climate, Community & Biodiversity Alliance, Forest Trends, Fauna & Flora International and Rainforest Alliance. Washington, DC, 34 – 42. [↑](#footnote-ref-14)