*CCB & VCS Verification Report Template*

*This template is for the verification of projects that are both validated to the first edition of the* Climate, Community & Biodiversity Standards *and using the VCS Program. Validation/verification bodies auditing projects that were not validated to the first edition of the* Climate, Community & Biodiversity Standards *must use the template for the edition to which the project is validated. Validation/verification bodies auditing projects that aim to achieve verification only to one of the two standards must use the verification report template specific to that standard (i.e., the* CCB Verification Report Template or the VCS Verification Report Template)*.*

*Instructions for completing the verification report:*

*TITLE PAGE: All items in the boxes on this title page must be completed using Arial 10pt, black, regular (non-italic) font. All boxes must appear in the final document. Reports may also feature the title and preparers’ name, logo and contact information more prominently on the title page, using Arial 24pt font for title and Arial 11pt, black font for all other information.*

*VERIFICATION REPORT: Instructions for completing the CCB & VCS verification report template can be found under each section heading in grey or blue italicized text. Grey text represents guidance for reporting on the general, climate, community and biodiversity components of project implementation and monitoring that must follow CCB and VCS Program rules and requirements. Blue text represents guidance for the carbon component of project monitoring that must follow VCS Program project-level requirements and the applied methodology. Green text at the end of section headings is reference to specific sections of CCB Program documents from which the template heading corresponds and must not be removed from the document; unless otherwise noted, the references correspond to sections of the* Climate, Community & Biodiversity Standards*. References that begin with ‘Rules’ correspond to sections of the* CCB Program Rules*.*

*This template must be completed in accordance with both standards, and the preparer will need to refer to the relevant CCB and VCS Program documents and the methodology in order to complete the template. It is also expected that relevant guidance, as it relates to the project and methodology, is followed. Note that 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 of the template.*

*Where the validation/verification body has also, at the time of this verification, undertaken a gap validation of a project that is participating in an approved GHG program, or has validated a methodology deviation, project description deviation, minor change to project description, or inclusion of new project activity instances into a grouped project, the validation sections of this template must be completed. Furthermore, the validation process must be described in the relevant sections of this template.*

*All sections must be completed using Arial 10pt, black, regular (non-italic) font, unless deviations are merited. Where a section is not applicable, same must be stated under the section (the section must not be deleted from the final document).*

*All instructions, including this introductory text, must be deleted from the final document.*

VERIFICATION REPORT TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Project Title**  | *Name of project* |
| **Version** | *Version number of this verification report* |
| **Report ID** | *Identification number of this verification report* |

|  |  |
| --- | --- |
| **Report Title**  | *Title of this verification report* |
| **Client** | *Client for whom the report was prepared* |
| **Pages** | *Number of pages of this report* |
| **Date of Issue** | *DD-Month-YYYY report issued* |
| **Prepared By** | *Validation/verification body that prepared this report* |
| **Contact**  | *Physical address, telephone, email, website* |
| **Approved By** | *Individual at the validation/verification body who approved this verification report* |
| **Work Carried Out By** | *Individuals who conducted this verification* |

|  |
| --- |
| **Summary** |
| *Provide a brief summary of the following:** *A brief description of the verification and the project.*
* *The purpose and scope of verification.*
* *The monitoring period.*
* *The method and criteria used for verification.*
* *The number of findings raised during verification.*
* *Any uncertainties associated with the verification.*
* *Summary of the verification conclusion.*
 |

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# Introduction

## Objective

Explain the purpose of the verification.

## Scope and Criteria

Describe the scope and criteria of the verification.

## Level of Assurance

Indicate the level of assurance of the verification.

## Summary Description of the Project

Provide a summary description of the project (no more than one page).

# Verification Process

Use this section to describe the verification process. Where validation activities have also been performed as part of the verification (e.g., validation of a project description deviation), also include details relevant to the validation process.

## Audit Team Composition (*Rules* 4.3.1)

Demonstrate that the team conducting the audit includes expertise in the following areas:

* Proficiency in a relevant local or regional language for the project location.
* Relevant agriculture, forestry and/or other land use experience in the project country or region.
* Relevant social and cultural expertise.
* Relevant ecological and biodiversity expertise.

## Method and Criteria

Describe the method and criteria used for undertaking the verification. Where sampling plans are used as a part of the verification, include a description of the sampling approach, important assumptions and justification of the chosen approach.

## Document Review

Describe how the verification was performed as an audit where the project description, monitoring report and any supporting documents were reviewed, crosschecked and compared with identified and stated requirements.

## Interviews

Describe the interview process and identify personnel, including their roles, relevance to the audit, and date, who were interviewed and/or provided information additional to that provided in the project description, monitoring report and any supporting documents.

## Site Inspections

Describe the methods and objectives for any on-site inspections performed. Include in the description details of all project activity locations visited, the physical and organizational aspects of the project inspected and the dates when such site inspections took place.

## Resolution of Findings

Describe the process for the resolution of any findings (corrective actions and clarifications or other findings) raised by the verification team during the verification and, where applicable, outstanding forward action requests from the validation or previous verifications.

State the total number of corrective action requests, clarification requests and forward action requests and other findings raised during the verification.

Provide a summary of each finding, including the issues raised, the response(s) provided by the project proponent, and the final conclusions and any resulting changes to project documents.Unless this fits on one page, put all findings in an appendix.

### Forward Action Requests

Provide details of any outstanding forward action requests raised during the verification, for the benefit of subsequent project audits.

## Eligibility for Validation Activities

Where the validation/verification body has undertaken validation activities as part of the verification and does not hold accreditation for validation for the relevant sectoral scope, provide evidence that the eligibility requirements set out in the VCS Program Guide are met. Include the name and reference numbers of five registered projects the validation/verification body has validated under the VCS Program or an approved GHG program.

# Validation Findings

Use this section to provide details of all validation activities that took place during the verification, such as gap validation, validation of methodology deviations and project description deviations, and the inclusion of new project activity instances into grouped projects.

## Participation under Other GHG Programs

For projects seeking registration under the VCS Program and an approved GHG program (e.g., CDM) provide a gap validation, including the following:

* The name of the approved GHG program, and registration number and details of the project.
* A description of the steps taken to assess whether the project is eligible to participate under the VCS Program.
* A conclusion with respect to each of the relevant sections of the (additional/gap) project description provided by the project proponent.

Provide an overall conclusion regarding whether the project is eligible to participate under the VCS Program.

## Methodology Deviations

Identify any methodology deviations applied to the project and describe the steps taken to validate each deviation. Include information with respect to how the following has been assessed:

* Whether the deviation meets with the criteria and specifications for permitted methodology deviations.
* Whether the deviation does not negatively impact the conservativeness of the quantification of GHG emission reductions or removals (except where they result in increased accuracy).

Provide an overall conclusion regarding whether any methodology deviations applied to the project are valid.

## Project Description Deviations (*Rules* 3.5.7 – 3.5.10)

Identify any project description deviations applied to the project and describe the steps taken to validate each deviation. Assess whether the proposed deviation impacts any of the following, documenting the assessment of each separately:

* The applicability of the methodology.
* Additionality.
* The appropriateness of the baseline/without-project scenario.

Provide an assessment of whether each deviation is appropriately described and justified, and whether the project remains in compliance with the CCB Version 1 and VCS Program rules.

Provide an overall conclusion regarding whether each project description deviation is valid.

## Minor Changes to Project Description (*Rules* 3.5.6)

Identify any minor changes applied to the community and biodiversity elements of the project design. Describe the steps taken to assess whether the change is justified as a minor change, or whether it should be considered a project description deviation.

Provide an assessment as to whether minor changes are appropriately described and justified, and whether the project remains in compliance with the project’s validated design.

## Monitoring Plans (CL3.1, CM3.1, B3.1)

If any of the climate, community or biodiversity impact monitoring plans has not yet been validated against the Climate, Community & Biodiversity Standards, present the validation findings about that (those) monitoring plan(s) here. If the monitoring plan(s) have already been validated, state “not applicable” in this section 3.5 “Monitoring Plans”.

Describe the steps taken to validate the monitoring plan(s), taking into account the appropriateness of the variables monitored and the frequency of monitoring to ensure the variables are directly linked to the project’s climate, community, and/or biodiversity objectives. Include information with respect to how the plan(s) meets the requirements of CL3.2, CM3.3 and/or B3.3. Provide an overall conclusion as to whether the climate, community and/or biodiversity monitoring plan is appropriate for the project’s design.

# Verification Findings

## Public Comments (*Rules* 4.6)

Summarize any public comments submitted during the public comment period. Assess whether the project proponent has taken due account of any and all comments, and provide an overall conclusion regarding public comments.

Describe how each comment was addressed by the project proponent through revisions to the project design or monitoring report or other document efforts, and provide an assessment of the extent to which the project proponent’s responses are appropriate.

## Summary of Project Benefits

Identify, discuss and justify conclusions regarding the Summary of Project Benefits. Verify that the section is completed appropriately (i.e. monitored data is included and data that was not monitored and/or not applicable is labeled accordingly).Verify that all achievements reported are substantiated with information provided in the body of the document.

## General

* + 1. **Implementation Status (G3.4)**

Identify the implementation status of the project activity(s) and describe the steps taken to assess the following:

* The existence of any material discrepancies between project implementation and the project description.
* The implementation status of the monitoring plan and the completeness of monitoring, including the suitability of the implemented monitoring system (i.e., process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).
* The existence of any material discrepancies between the actual monitoring system, and the monitoring plan set out in the project description and the applied methodology.
* Whether the GHG emission reductions or removals generated by the project have become included in an emissions trading program or any other mechanism that includes GHG allowance trading.
* Whether the project has received or sought any other form of environmental credit, or has become eligible to do so since validation or previous verification.
* Whether the project has participated or been rejected under any other GHG programs since validation or previous verification.
* Sustainable development contributions.

List any previously validated methodology deviations, project description deviations, and minor changes to the project description (each verification report must contain an exhaustive list of all deviations or changes applied to the project).

Provide an overall conclusion regarding whether the project has been implemented as described in the project description.

### Risks to the Project (G3.5)

Describe the steps taken to verify the natural and human-induced risks to the expected project benefits identified by the project proponent. Provide and justify a conclusion as to whether reasonable steps have been taken to mitigate such risks.

### Local Stakeholder Identification (G3.6)

Provide and justify and overall conclusion as to whether the project has identified all relevant stakeholders according to the process/plan identified in the validated project description.

### Accessibility of Project Documents (G3.7)

Describe the steps taken to verify the project proponent provided stakeholders with access to project information in accordance with G3.7. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project provided appropriate access to information to communities and other stakeholders.

### Required Technical Skills and Expertise (G4.1, G4.3)

Describe the steps taken to verify the individual members of the management team that possess the required technical skills to implement the project or if other organizations were partnered with to possess the required skills. Provide and justify an overall conclusion as to whether the management team has maintained the key technical skills and expertise required to implement a land management project.

### Scale of Management Capacity (G4.2)

Provide and justify an overall conclusion as to whether the management capacity is appropriate to the scale of the project.

### Financial Health of Implementing Organization(s) (G4.4)

Describe the steps taken to verify the financial resources budgeted will be adequate to continue to implement the project.

### Protection of Property Rights (G5.1 – G5.2)

Describe the steps taken to verify the project has not encroached uninvited on private property, community property, or government property; and project activities have not led to relocation of property rights holders from their lands or territories. Verify that if relocation has occurred that it was 100% voluntary and fundamentally helps resolve land tenure problems in the area. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project has violated the property rights of any parties in the project area.

### In-migration (G5.3)

Describe the steps taken to verify if any in-migration has occurred. Provide and justify an overall conclusion as to whether in-migration has impacted the project’s ability to operate.

### National and Local Laws (G6.1)

Identify, discuss, and provide conclusions regarding the assurances provided by the project that it is complying with all national and local laws and regulations relevant to project activities and where relevant how compliance is achieved.

### Approval (G6.2)

Describe the steps taken to verify that the project has secured approval from the appropriate authorities.

### Optional Criterion: Adaptive Management – Feedback (G7.1)

If applicable, describe the steps taken to verify that monitoring programs have been used to provide feedback from the local stakeholders. Provide and justify an overall conclusion as to whether the project used feedback from local stakeholders to improve project outcomes.

### Optional Criterion: Adaptive Management – Internal Knowledge Sharing (G7.2)

If applicable, describe the steps taken to verify that a management plan for documenting decisions, actions, and outcomes has been implemented. Include details of documentation assessed and observations made on the site visit that demonstrates that experiences are shared within the project team.

### Optional Criterion: Adaptive Management – Project Flexibility (G7.3)

If applicable, provide and justify an overall conclusion as to whether the project allows changes to occur. Confirm how any changes to the validated project design have occurred through the process defined in the validated project description.

### Optional Criterion: Adaptive Management – Additional Revenue Streams (G7.4)

If applicable, provide and justify an overall conclusion as to whether additional activities or action that have been implemented by the project during this monitoring period to secure long-term sustainability of project benefits.

### Optional Criterion: Project Implementation Knowledge Dissemination – Lessons Learned (G8.1 – G8.2)

If applicable, provide and justify an overall conclusion as to whether relevant or applicable lessons learned by the project proponent(s) were documented and disseminated to other relevant parties to improve the success of and encourage the implementation of other land based management projects.

## Climate

### Accuracy of GHG Emission Reduction and Removal Calculations

Identify the data and parameters used to calculate the GHG emission reductions and removals, and describe the steps taken to assess the following for each of them:

* The accuracy of GHG emission reductions and removals, including accuracy of spreadsheet formulae, conversions and aggregations, and consistent use of the data and parameters.
* Whether the methods and formulae set out in the project description for calculating baseline emissions, project emissions and leakage have been followed.
* The appropriateness of any default values used in the monitoring report.

Describe the steps taken to assess whether manual transposition errors between data sets have occurred.

Provide an overall conclusion regarding whether GHG emission reductions and removals have been quantified correctly in accordance with the project description and applied methodology.

### Quality of Evidence to Determine GHG Emission Reductions and Removals

Identify the evidence used to determine the GHG emission reductions and removals and describe the steps taken to assess the sufficiency of quantity, and appropriateness of quality, of the evidence. Include details of any cross-checks performed on the reported data and how the following were assessed:

* The reliability of the evidence, and the source and nature of the evidence (external or internal, oral or documented) for the determination of GHG emission reductions or removals.
* The information flow from data generation and aggregation, to recording, calculation and final transposition into the monitoring report.
* Where the project description does not specify calibration frequency of monitoring equipment, the appropriateness of implemented calibration frequency.

Provide an overall concluding statement with respect to the sufficiency of quantity, and appropriateness of quality, of the evidence used to determine the GHG reductions and removals.

### Non-Permanence Risk Analysis

Describe the steps taken to assess the non-permanence risk rating determined by the project proponent. For each risk factor, provide the following:

* An assessment of all rationale, assumptions and justification used to support the risk score.
* An assessment of the quality of documentation and data provided to support the risk score.
* A conclusion regarding the appropriateness of the risk rating.

Provide a conclusion regarding the determined value of the overall risk rating.

### Optional Criterion: Adapting to Climate Change and Climate Variability – Adaptation Measures (CL4.2)

If applicable, describe the steps taken to verify adaptation measures implemented this monitoring period to minimize the negative climate change and climate variability impacts identified in the validated project design. Provide and justify an overall conclusion as to whether the adaptation measures minimize the negative impacts.

### Optional Criterion: Carbon Benefits Withheld from Regulatory Markets (CL5)

If applicable, provide and justify an overall conclusion as to whether at least 10% of the total carbon benefits generated by the project to date have not been sold into regulated GHG markets.

## Community

### Net Positive Community Well-Being Impacts (CM1.1, CM2.3)

Describe the steps taken to verify that the net impacts of project activities on all identified community are positive. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the net impact of project activities on community groups is positive, including unmitigated negative offsite impacts.

### Local Stakeholder Participation (CM1.2)

Describe the steps taken to verify that local stakeholders were given the opportunity to provide input to any changes to the project design that have occurred in this monitoring period and that input was taken into consideration. Include documentation assessed and observations made during the site visit.

### Conflicts and Grievances (CM1.3)

Describe the steps taken to verify the project proponent has implemented the project’s grievance redress procedure. Include details of the status of any grievances raised in the monitoring period, documents assess, and observations made during the site visit. Provide and justify an overall conclusion as to whether the grievance redress procedure has been implemented according to the project’s validated design.

### Mitigation of Negative Impacts on Offsite Communities (CM2.2)

Describe the steps taken to verify the measures implemented to mitigate the negative social and economic impacts on offsite communities. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the negative social and economic impacts were mitigated.

### Monitoring Results (CM3.1)

Describe the steps taken to verify that the community impact monitoring has been carried out in accordance with the project’s validated design.

### Optional Criterion: Capacity Building – Community Capacity Building (CM4.1 – CM4.4)

If applicable, describe the steps taken to verify the project’s capacity building activities are achieving the goals of the validated project design. Include details on steps taken to verify that the activities:

* Accommodate the needs of the communities.
* Reach a wide range of groups.
* Reach women and increase their participation.
* Increase community participation in project implementation.

Provide and justify and overall conclusion as to whether the project increases the capacity of the project’s employees and relevant community members.

### Optional Criterion: Best Practices in Community Involvement – Local Customs (CM5.1)

If applicable, provide and justify and overall conclusion as to whether project activities are compatible with local customs.

### Optional Criterion: Best Practices in Community Involvement – Community Employment Opportunities (CM5.2)

If applicable, describe the steps taken to verify that people from the communities have been given an equal opportunity to fill all work positions during the monitoring period (including management).Include information on the activities and/or processes implemented by the project to ensure community members are given a fair chance to fill positions. Provide and justify an overall conclusion as to whether community members, including traditionally underrepresented stakeholders, were given a fair chance to fill positions for which they can be trained.

### Optional Criterion: Best Practices in Community Involvement – Relevant Laws and Regulations Related to Worker’s Rights (CM5.3)

If applicable, provide and justify an overall conclusion as to whether the project is in compliance with all relevant laws and regulations regarding worker’s rights and workers are informed of their rights.

### Optional Criterion: Best Practices in Community Involvement – Occupational Safety Assessment (CM5.4)

If applicable, describe the steps taken verify that the project has taken the appropriate steps to ensure worker safety. Verify the project has:

* Provide an assessment of substantial risks to worker safety that have arisen due to project implementation.
* Informed workers of risks and how to minimize such risks.

Provide and justify an overall conclusion as to whether the project has minimized risks to worker safety.

## Biodiversity

### Biodiversity Changes (B1.1, B2.3)

Describe the steps taken to verify that the project’s net biodiversity impacts are positive, taking into account positive and negative impacts on biodiversity within the project zone and unmitigated offsite impacts. Include documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the net biodiversity impacts of the project are positive.

### Impacts of Non-native Species (B1.2)

Describe the steps taken to verify the impacts of non-native species due to the project. Describe the steps taken to verify the project’s justification of use and the adverse effects on the region’s environment due to the use of each species. Provide and justify an overall conclusion as to whether the use of each non-native species is justified and will not pose harm to the region’s environment.

### Threatened Species (B1.3)

Describe the steps taken to verify that no threatened species identified in the validated project description were negatively affected by the project.

### Invasive Species (B1.4)

Identify, discuss, and justify conclusions as to whether any known invasive species has been introduced into any area affected by the project. Include any documentation assessed or observations made during the site visit.

### GMO Exclusion (B1.5)

Describe the steps taken to verify that no GMOs are used to generate GHG emission reductions or removals.

### Negative Offsite Biodiversity Impact Mitigation (B2.2)

Describe the steps taken to verify any negative impacts on offsite biodiversity due to the project. Also include the steps taken to verify the project’s identified negative impacts and the actions taken by the project to mitigate negative impacts. Provide and justify an overall conclusion as to whether the project had adequately identified all negative offsite biodiversity impacts and has taken actions to mitigate the impacts.

### Biodiversity Monitoring Results (B3.1)

Describe the steps taken to verify that the biodiversity impact monitoring, including the variables and frequency of monitoring has been carried out in accordance with the project’s validated design.

### Optional Criterion: Native Species Use (B4)

If applicable, describe the steps taken to verify that only native species have been used in project implementation. If non-native species were used, provide a conclusion as to whether the use of the non-native species provides a justifiable benefit over native species.

### Optional Criterion: Water and Soil Resource Enhancement (B5.1, B5.2)

If applicable, describe the steps taken to verify the water and soil benefits produced by the project. Discuss documentation assessed, including relevant studies, and observations made on the site visit. Provide and justify and overall conclusions as to whether the project activities implemented this monitoring period have improved the water and soil resources compared to the baseline scenario.

## Additional Project Implementation Information

Describe the steps taken to verify any additional information that explains how the project has been implemented in accordance with the validated project design for all Climate, Community & Biodiversity Standards indicators that require implementation of an activity or process. Include documentation assessed and observations made during the site visit, if applicable. Provide and justify an overall conclusion as to whether the additional project implementation information provided is suitable for the verification of the project’s adherence to its validated project description.

## Additional Project Impact Information

Describe the steps taken to verify any additional monitoring results that demonstrate how the project meets all indicators that require demonstration of impacts. Include documentation assessed and observations made during the site visit, if applicable. Provide and justify an overall conclusion as to whether the additional project impact information provided is suitable for the verification of the project’s impacts.

# Verification Conclusion

Clearly state whether the project complies with the verification criteria for projects set out in CCB Version 1 and VCS Version 3, including any qualifications or limitations. Confirm that the project has been implemented in accordance with the validated project description and any subsequently validated changes. Provide a conclusion as to which CCB optional criterion points have been successfully verified and the corresponding distinction level achieved (approved, gold or silver).

Where the audit has included validation activities, clearly state whether the project complies with the validation criteria for projects set out in CCB Version 1 and VCS Version 3, including any qualifications or limitations.

Provide a conclusion on the validity of the net positive climate change adaptive capacity and resilience (if any), community and biodiversity benefits achieved by the project during the project implementation period and whether the project has achieved, or is on track to achieve, its stated climate change adaptive capacity and resilience (if any), community and biodiversity objectives.

Provide a conclusion on the quantity of GHG emission reductions or removals in tCO2 equivalents achieved by the project during the verification period. Include a confirmation and a breakdown of GHG emission reductions or removals by vintages within the verification period, where relevant.

Verification/monitoring period: From *[day-month-year]* to *[day-month-year]*

Verified GHG emission reductions and removals in the above verification period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Baseline emissions or removals (tCO2e) | Project emissions or removals (tCO2e) | Leakage emissions (tCO2e) | Net GHG emission reductions or removals (tCO2e) |
| Year A |  |  |  |  |
| Year... |  |  |  |  |
| **Total**  |  |  |  |  |

#

# Appendix X: <Title of Appendix>

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