CCB & VCS Verification Report Template

This template is for the verification of projects under both the CCB Program and VCS Program. Validation/verification bodies auditing projects that intend to complete verification only under one of the two programs must use the verification report template specific to that program (i.e., the *CCB Verification Report Template, v3.0* or the *VCS Verification Report Template, v4.3).*

Instructions for completing the verification report

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

* CCB VCS VerR Project ID DDMMMYYYY-DDMMMYYYY

‘DDMMMYYYY-DDMMMYYYY’ should be the start and end dates of monitoring period. 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 of the document.

**FILE TYPE**: Submit the project description (to the Registry or Verra reviewer) as a non-editable PDF.

**TITLE PAGE FORMATTING**: This document may feature the verification report title and the 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:** Instructions for completing each section of the joint CCB & VCS verification report 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 *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.

Note: 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.

**VERIFICATION REPORT:** 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, or inclusion of new project activity instances into a grouped project, the validation sections of this template must be completed. Further, the validation process must be described in the relevant sections of this template.

VERIFICATION REPORT TITLE

Logo (optional)

|  |  |
| --- | --- |
| Report ID | (optional) Identification number of this document |
| Project title  | Name of project |
| Project ID | Verra Project ID  |
| Verification period | DD-Month-YYYY to DD-Month-YYYY |
| Crediting period | DD-Month-YYYY to DD-Month-YYYY |
| Original date of issue | DD-Month-YYYY (the date the audit was completed) |
| Most recent date of issue | DD-Month-YYYY (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) |
| Client | Client for whom this report was prepared |
| Prepared by | Validation/verification body that prepared this report |
| 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 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 (VCS, 4.1; CCB Program Rules*,* 4.2)

Explain the purpose of the verification.

## Scope and Criteria (VCS, 4.1; CCB Program Rules*,* 4.2)

Describe the scope and criteria of the verification.

## Level of Assurance (VCS, 4.1; CCB Program Rules*,* 4.2)

Indicate the level of assurance of the verification.

## Summary Description of the Project (VCS, 4.1; CCB Program Rules*,* 4.2)

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

# Verification Process

Describe the verification process. Where validation activities have also been performed as part of the verification (e.g., validation of a project description deviation or inclusion of new project activity instances into a grouped project), also include details relevant to the validation process.

## Audit Team Composition (VCS, 4.1; CCB Program 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 (VCS, 4.1; CCB Program Rules*,* 4.3.1)

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

Describe the verification schedule, including key milestones (e.g., kick-off meeting, desk review, site visit) and corresponding dates.

## Document Review (VCS, 4.1, CCB Program Rules*,* 4.3.1)

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 (VCS, 4.1, CCB Program Rules*,* 4.3.1)

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

## Site Visits (VCS, 4.1, CCB Program Rules*,* 4.3.1)

Describe the methods and objectives for any on-site inspections performed. Include in the description details of all facilities and/or project areas visited, the physical and organizational aspects of the project assessed and the dates when such site visits took place.

## Public Comments (VCS, 3.18; CCB Program Rules*,* 4.6)

Summarize any public comments submitted during the public comment period and any comments received after the public comment period. Assess whether the project proponent has taken due account of any comments and provide a conclusion on the assessment regarding public comments.

Include the project proponent’s response to each comment, describe any resultant changes to the project design and provide an explanation of how the project proponent’s responses are appropriate.

|  |  |  |
| --- | --- | --- |
| **Comments received** | **Actions taken by the project proponent** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Summary of comment received | Provide a summary of actions taken and any project design updates or justify why updates were not necessary or appropriate.  |  |
| … | …. |  |

## Resolution of Findings (VCS, 4.1, CCB Program Rules*,* 4.3.1)

Describe the process for the resolution of any findings (corrective actions, clarifications, forward action requests or other findings) raised by the validation/verification body 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 (VCS, 4.1; CCB Program Rules, 4.3)

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

## Eligibility for Validation Activities (VCS, 4.1; CCB Program Rules, 4.1)

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 (VCS, 3.23, Appendix 2; CCB Program Rules*,* 3.1)

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 (VCS, 3.20)

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 negatively impacts 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.
* List any previously validated methodology deviations. Each verification report must contain an exhaustive list of all methodology deviations applied to the project.

## Minor Changes to Project Description (CCB Program 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.

## Project Description Deviations (VCS, 3.21; CCB Program 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 conformance with the CCB Version 3 and VCS Program rules.

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

## New Project Activity Instances in Grouped Projects (VCS, 3.6; CCB, G1.13 – G1.15)

Describe the steps taken to validate the inclusion of new project activity instances and communities into the (grouped) project, including the following:

* Evidence-gathering process for validation of new project activity instances.
* The number of new project activity instances added to the project in this verification period.
* Updates to the project zone map to include locations of the new project areas and communities.
* Conformance of the new project areas and communities with the stakeholder identification and analysis process set out in the project description.
* Conformance of the new project activity instances, project areas and communities with the eligibility criteria set out in the project description and the CCB Program and VCS Program requirements.
* Conformance of the new project areas and communities with the scalability limits set out in the project description.
* Actions taken to mitigate risks that may result from adding project areas and communities.
* Changes to the project’s governance structures, and any changes to roles and responsibilities that may result from the addition of new project areas or communities.
* Evidence-gathering process for validation of new project activity instances, project areas and communities.
* Quality and completeness of evidence, data and documentation relating to the new project activity instances, areas and communities.

Provide an overall conclusion regarding whether the inclusion of the new project activity instances, areas and communities are valid.

## Baseline Reassessment (VCS, 3.2.6, 3.2.7)

Did the project undergo baseline reassessment during the monitoring period?

 [ ]  Yes [ ]  No

If yes, describe the steps taken to validate the baseline reassessment of the project, including (as applicable) the following:

* The applicability of the latest, approved version of the methodology or its replacement.
* The quality and completeness of evidence, data, assumptions, and justification provided in determining whether the baseline scenario is valid or no longer valid.
* The quality and completeness of evidence, data, assumptions, and justification provided in the updated sections of the project description (e.g., project eligibility, the baseline scenario determination, the baseline emissions quantification, data/parameters determined ex-ante).
* The quality and completeness of documentary evidence, data and justification provided for the assessment of the impact of new relevant national and/or sectoral policies and circumstances on the validity of the baseline scenario.
* The appropriateness of the revised estimates of relevant rates and patterns of land-use change, and baseline emissions provided in the updated project description.
* For ALM projects: The appropriateness of the updated project baseline to reflect current common practice in the project region, if applicable.
* The appropriateness of the ex-ante baseline projections for the subsequent baseline reassessment period.

Provide an overall conclusion regarding whether the baseline reassessment and the resulting baseline scenario are accurate, realistic, and valid.

# Verification Findings

## Project Details

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with the relevant VCS Program requirements. Some additional but not comprehensive guidance is provided.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion: |
| Audit history (VCS, 4.1) |  |
| Double counting and participation under other GHG programs (VCS, 3.23; CCB, G5.9) | The response should include:* Where a project is receiving or seeking credit for reductions and removals from a project activity under another GHG program, assess the evidence of no double issuance against VCS Standard requirements, and how double counting is avoided in conformance with the CCB Standards, particularly for credits sold as offsets on the voluntary carbon market and generated in a country participating in a compliance mechanism.
* Whether the project has provided all information required on whether it is registered or seeking registration under any other GHG programs or other social/environmental credit generation or trading program mechanism.
* Whether the project has provided all information required on whether it has been rejected by another GHG program
 |
| No double claiming with emissions trading programs or binding emission limits (VCS, 3.24.3-3.24.4) | The response should include:* Where project reductions and removals or project activities are also included in an emissions trading program or binding emission limit, assess the evidence of no double claiming against VCS Standard requirements.
 |
| No double claiming with other forms of environmental credit (VCS, 3.24.5-3.24.6) | The response should include:* Where the project activity has sought, received, or is planning to receive credit from another GHG-related environmental credit system, assess the evidence of no double claiming against VCS Standard requirements.
 |
| Supply chain (scope 3) emissions double claiming (VCS, 3.24.7) | The response should include: * Whether the project proponent(s) or authorized representative is a buyer or seller of a product whose emissions footprint is changed by the project activities.
* If so, whether the project proponent(s) or authorized representative has posted a public statement on their website in accordance with the VCS Program requirements.
 |
| Sustainable development contributions (VCS, 3.17) | The response should include: * An assessment of whether the project has implemented the activities that result in the SD contributions described in the monitoring report.
 |

## 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 labelled accordingly). Verify that all achievements reported are substantiated with information provided in the body of the monitoring report.

## General

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

Identify the implementation status of the project activity(s) and describe i) the steps taken to assess each item, ii) what evidence was checked, and iii) the conclusion of each item in the following table:

|  |  |
| --- | --- |
|  | **Assessment and conclusion** |
| Material misstatements  | The response should include: * The existence of any material misstatements between the project implementation and the project description.
* The existence of any material misstatements between the actual monitoring system and the monitoring plan set out in the project description and the applied methodology.
 |
| Monitoring plan implementation status  | The response should include: * 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).
 |

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.

### Stakeholder Identification (VCS, 3.18, 3.19; CCB, G3.6)

Where the stakeholder makeup has changed since validation, identify, discuss, and justify conclusions regarding whether the process(es) used to identify stakeholders likely impacted by the project conforms with the relevant Program requirements.

### Stakeholder Consultation and Ongoing Communication (VCS, 3.18; CCB, G3.4)

Describe the steps taken to verify the project proponent consulted stakeholders on project implementation in accordance with VCS 3.18, and CCB G3.4.

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with the relevant VCS Program requirements.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Community groups and other stakeholders |  |
| Ongoing consultation |  |
| Date(s) of stakeholder consultation |  |
| Communication of monitored results |  |
| Consultation records |  |
| Stakeholder input |  |
| Influence of stakeholder input |  |

### Stakeholder Access to Information (VCS, 3.18; CCB, G3.1- G3.3)

Describe the steps taken to verify the project proponent provided stakeholders with access to project information in accordance with G3.1 – G3.3, specifically:

* Full project documentation has been made accessible to communities and other stakeholders.
* Relevant and adequate information about potential costs, risks and benefits to communities has been provided prior to any decisions.
* Appropriate actions were taken to explain the verification process to communities and other stakeholders.

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.

### Grievances (VCS, 3.18.4; CCB, G3.8)

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment on the appropriateness of the project’s procedure and the accessibility of the procedure as conforming with the requirements.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Grievance received and steps taken to resolve the grievance including the outcomes of the resolution |  |
| Grievance redress procedure |  |

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

Describe the steps taken to verify the project proponent has enabled effective participation of all communities that want and need to be involved in project implementation, monitoring, and evaluation. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project enabled community participation in project implementation.

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

Describe the steps taken to verify the natural and human-induced risks from the project activities identified by the project proponent this verification period, including safety of women and girls, safety of minority and marginalized groups including children. Provide and justify a conclusion as to whether reasonable steps have been taken to mitigate such risks.

### Community and Biodiversity Benefit Permanence (CCB, G1.11)

Describe the steps taken to verify the actions needed or implemented to maintain and enhance the climate, community, and biodiversity benefits beyond the project lifetime, as identified by the project proponent. Provide and justify a conclusion as to whether reasonable measures have been taken to enhance project benefits beyond the project lifetime in accordance with the validated project description document.

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

Describe the steps taken to assess the accuracy of the likely natural and human-induced risks to the expected climate, community, and biodiversity benefits during the verification period. Identify, discuss, and justify conclusions regarding the measures included in the monitoring report to mitigate these risks.

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

Identify, discuss, and justify conclusions regarding the actions taken by the project proponent to ensure that the project proponent and all other 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) or sexual harassment with respect to the project.

### Worker Relations (CCB, G3.9 – G3.12)

Describe the steps taken to verify the project proponent has taken actions and implemented measures to ensure that the relationship between the project and workers meet the requirements of G3.9 – G3.12. Include details of actions taken or measures implemented that:

* Build the capacity of the communities through job training and employment.
* Ensure that equal opportunities have been or will be provided in the context of gender equity and equal pay for labor and work.
* Inform workers of risks and how to minimize risk.
* Minimize workplace risk using best work practices.

Include details of documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the relationship between workers and the project upholds the intent and design presented in the validated project description.

### Management Capacity (VCS, 3.19; CCB, G4.2 – G4.3)

Describe the steps taken to verify the project proponent has taken actions and implemented measures to ensure the capacity exists to implement the project over the project lifetime. Include details of information provided or measures implemented that:

* Demonstrate the project possesses or is acquiring the key technical and management skills required to implement the project successfully.
* Demonstrate the financial health of the implementing organization is adequate to support project implementation, and in the case of grouped projects, the ability of the implementing organization(s) to provide adequate financial support to new project areas included in the project at this verification event.
* Provide assurance that the project is not complicit in any form of corruption.

Include details of documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the project has the capacity to implement the project in accordance with the validated project description.

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

If applicable, identify, discuss, and justify conclusions regarding whether the exclusion of any commercially sensitive information conforms with the relevant Program requirements on what may be excluded. Provide further details in Appendix 1 (See Appendix 1: Commercially Sensitive Information).

### Legal Status and Property Rights

#### National and Local Laws (VCS 3.1, 3.6-7, 3.14, 3.18-19; CCB, G5.6)

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.

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

Identify, discuss, and justify conclusions regarding the project’s adherence to all relevant laws and regulations covering worker’s rights and the measures needed and designed to inform workers about their rights.

#### Human Rights (VCS, 3.19)

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of how the project respects and promotes the project of 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.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Human rights  |  |

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

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of how the project preserves and protects cultural heritage as part of project activities.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Preservation and protection of cultural heritage  |  |

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

Using the table below, demonstrate that the property rights of IPs, LCs and customary rights holders are respected during the monitoring period. Describe any disputes that occurred.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Disputes over rights to territories and resources | Describe any disputes over territories or resources that occurred during the monitoring period. Where no disputes occurred write N/A.  |
| Respect for property rights | Describe the ongoing measures implemented to protect and preserve the property rights of stakeholders, IPs, LCs, and customary rights holders. |

### Free, Prior, and Informed Consent (VCS, 3.18, 3.19; CCB, G5.2)

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with FPIC method requirements during this monitoring period.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Consent  |  |
| Outcome of FPIC discussion |  |

### Property Rights Protection (VCS, 3.19; CCB G5.1-G5.5)

Describe the steps taken to verify actions taken and measures implemented by the project proponent to protect the rights of Indigenous Peoples, communities, and other stakeholders. Include details of actions taken or measures implemented that demonstrate:

* Existing property rights are recognized, respected, and supported.
* The project does not encroach uninvited on private, community or government property.
* Appropriate restitution or compensation has been allocated to any parties whose lands have been or will be affected by the project.
* Project activities do not lead to the involuntary removal or relocation or property rights holders from their lands or territories, and do not force them to relocate activities important to their culture or livelihood.
* Actions have been taken, if necessary, to reduce illegal activities that could affect the project’s impact.
* No activities are undertaken by the project that could prejudice the outcome of an unresolved dispute relevant to the project over lands, territories, and resources in the project zone.

Include details of documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the project has protected the rights of Indigenous Peoples, communities, and other stakeholders in accordance with the third edition of the Climate, Community & Biodiversity Standards, and the validated project description.

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

Where the project has implemented a benefit sharing mechanism, use the table below to describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of the process used to design the plan, the summary of the plan, and the demonstration of approval and dissemination.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Process used to design the benefit sharing plan  |  |
| Summary of the benefit sharing plan |  |
| Approval and dissemination of benefit sharing plan |  |

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

Describe the steps taken to verify actions taken and measures implemented (if necessary) by the project proponent to reduce illegal activities that could affect the project’s impacts.

## Climate

### Accuracy of Reduction and Removal Calculations (VCS, 2.5, 3.2, 3.6, 3.15, 4.1, 4.3)

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 provided in this project’s GHG statement have been quantified correctly in accordance with the monitoring plan and applied methodology.

### Quality of Evidence to Determine GHG Emission Reductions and Removals (VCS, 2.5, 3.2, 3.6, 3.15, 4.1, 4.3)

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 (VCS 2.4, 3.2, 3.5, 3.6, 3.15, 3.23, 4.1)

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.

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

Describe the steps taken to verify the actions taken to disseminate the results of climate monitoring in accordance with the monitoring plan. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the results of climate monitoring were disseminated in accordance with the validated project description.

### Optional Gold Level: Climate Change Adaptation Measures (CCB, GL1.3)

If applicable, describe the steps taken to verify the actions taken to assist communities and/or biodiversity to adapt to the probable impacts of climate change. Include details as to how the activities implemented achieve the results indicated in the project’s causal model. Provide and justify an overall conclusion as to whether the activities implemented deliver the intended impacts.

### Optional Gold Level: Climate Change Adaptation Benefits (CCB, GL1.4)

If applicable, describe the steps taken to verify the results of actions taken to assist communities and/or biodiversity to adapt to the probable impacts of climate change. Include details of documentation assessed, including the evaluations of the impacts by the affected communities, and observations made during the site visit. Provide and justify an overall conclusion as to whether the activities implemented assist communities and or biodiversity to adapt to the probable impacts of climate change.

## Community

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

Describe the steps taken to verify the reported impacts of project activities on each identified community group. Include details of documentation assessed, methods used to assess the quality of data provided and observations made during the site visit. Provide and justify an overall conclusion as to whether the assessment of impacts is accurate.

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

Describe the steps taken to verify the actions taken to mitigate any negative well-being impacts on communities 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 the high conservation values attributes. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the mitigation actions were implemented in accordance with the validated project description.

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

Describe the steps taken to verify that the net the impacts of project activities on all identified community groups 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.

### Protection of High Conservation Values (CCB, CM2.4)

Describe the steps taken to verify that no high conservation values have been negatively affected by the project. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the high conservation values have been negatively affected by the project.

### Other Stakeholder Impacts (VCS, 3.18; 3.19; CCB CM3.2-CM3.3)

Describe the steps taken to verify the measures implemented to mitigate the negative impacts on the well-being of other stakeholders and the steps taken to verify the net impact of project activities on other stakeholders is 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 the well-being of other stakeholders is positive.

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

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

* The dates, frequency and sampling methods used are in accordance with the validated project description.
* The results of monitoring.
* The evaluation of monitoring, including evaluations by the affected communities.
* The effectiveness of measures taken to maintain or enhance all identified high conservation values related to community well-being.

For projects validated to the Gold Level for exceptional community benefits, verify that the monitoring results include the identified indicators of:

* Well-being impacts on smallholder/community members.
* Risks for smallholder/community members.
* Impacts on women.

Provide and justify an overall assessment as to whether the community monitoring plan was carried out in accordance with the validated project description.

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

Describe the steps taken to verify the actions taken to disseminate the results of community monitoring in accordance with the monitoring plan. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the results of community monitoring were disseminated in accordance with the validated project description.

### Optional Gold Level: Short-term and Long-term Community Benefits (CCB, GL2.2)

Describe the steps taken to verify that the project generates short term and long-term net positive well-being benefits for smallholders/community members. Identify documentation assessed (including the evaluation of the impacts by the affected smallholders/community members) and observations made on the site visit. Provide and justify an overall conclusion as to whether the project generates or is on track to generate short term and long-term net positive well-being benefits for smallholders/community members.

### Optional Gold Level: Smallholder/community member Risks (CCB, GL2.3)

If applicable, describe the steps taken to verify the activities implemented to manage the identified risks to smallholder/community members. Provide and justify an overall conclusion as to whether the activities implemented adequately manage the identified risks.

### Optional Gold Level: Marginalized and/or Vulnerable Community Groups (CCB, GL2.4)

If applicable, describe the steps taken to verify that the project:

* Generates net positive impacts on the well-being of all identified marginalized and/or vulnerable community groups.
* Identifies and addresses any barriers or risks that might prevent benefits going to marginalized and/or vulnerable smallholders/community members.
* Takes appropriate measures to avoid, or when unavoidable to mitigate negative impacts to any marginalized and/or vulnerable smallholders/community members.

Provide and justify an overall conclusion regarding whether the project fulfilled the requirements of GL2.4 of the Climate, Community & Biodiversity Standards.

### Optional Gold Level: Net Impacts on Women (CCB, GL2.5)

If applicable, describe the steps taken to verify that the project generates net positive impacts on the well-being of women and that women participate in or influence decision making.

### Optional Gold Level: Benefit Sharing Mechanisms (CCB, GL2.6)

If applicable, describe the steps taken to verify that the benefit distribution of the benefit sharing mechanism has been implemented according to the project’s validated design. Where benefit sharing is already described in Section 4.3.17 above, indicate so here and leave the rest of this section blank.

### Optional Gold Level: Governance and Implementation Structures (CCB, GL2.8)

If applicable, describe the steps to verify that the project’s governance and implementation structures enable full and effective participation of smallholders/community members in project decision-making and implementation. Include documentation assessed and observations made during the site visit, if applicable.

### Optional Gold Level: Smallholders/Community Members Capacity Development (CCB, GL2.9)

If applicable, describe the steps taken to verify how the project is developing the capacity of smallholders/community members, and relevant local organizations or institutions. Include documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether project is 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

### Biodiversity Changes (CCB, B2.1)

Describe the steps taken to verify the reported changes in biodiversity in the project zone due to project activities. Describe the steps to verify the project’s impacts, including:

* The accuracy and appropriateness of monitored data.
* The justification used to attribute biodiversity changes to the project’s activities.

Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project’s assessment of changes in biodiversity resulting from project activities in the project zone during the monitoring period are accurate.

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

Describe the steps taken to verify the actions taken by the project to mitigate negative impacts on biodiversity and measures taken for maintenance or enhancement of the high conservation value attributes. Provide and justify an overall conclusion as to whether the mitigation actions taken are appropriate and in accordance with the project’s validated project description.

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

Describe the steps taken to verify that the project’s net impacts on biodiversity in the project zone are positive. Demonstrate that no land was cleared or drained of existing natural ecosystems during the monitoring period. Include documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the net impact of the project’s activities on biodiversity is positive.

Where the project is located in or adjacent to habitats for rare, threatened, or endangered species, ensure the project proponent has listed such species and habitat and provided evidence that the project has not adversely impact these areas during the monitoring period. Add rows as needed.

|  |  |  |
| --- | --- | --- |
| **Species and habitat**  | Demonstrate that the project will not adversely impact habitats for rare, threatened, or endangered species. | Evidence gathering activities, evidence checked, and audit conclusion |
| **…** | … |  |

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

In the table below, describe the steps taken to verify that the species used in the project are not invasive, and that the project proponent has demonstrated that any negative impacts of the species introduced are being mitigated, existing invasive species have not thrived as a result of project activities, and justified the usage of non-native species.

|  |  |
| --- | --- |
| **Species**  | Evidence gathering activities, evidence checked, and audit conclusion |
| **…** | … |  |

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

Describe the steps taken to verify that no high conservation values were negatively affected by the project.

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

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

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

Describe the steps taken to verify the adverse effects of any inputs used by the project. Also include the steps taken to verify the project’s justification of use and the adverse effects on the region’s environment and communities due to the use of each input. Provide and justify an overall conclusion as to whether the use of each input is justified and will not pose harm to the region’s environment or communities.

### Negative Offsite Biodiversity Impacts (CCB, B3.1) and Mitigation Actions (VCS, 3.19; CCB, B3.2)

Describe the steps taken to verify any negative impacts on biodiversity outside the project zone 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.

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

Describe the steps taken to verify that the project’s net biodiversity impacts are positive when taking into account unmitigated negative impacts on biodiversity outside the project zone. 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.

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

Describe the steps taken to verify that the biodiversity impact monitoring has been carried out in accordance with the project’s validated design. Include details that identify and discuss:

* The dates, frequency, and sampling methods used are in accordance with the validated project description.
* The results of monitoring.
* The effectiveness of measures taken to maintain or enhance all identified high conservation values related to community well-being.

For projects validated to the Gold Level for exceptional biodiversity benefits, verify that the monitoring results include the identified indicators of:

* Population trends of each trigger species.
* Threats to trigger species.

Provide and justify an overall assessment as to whether the biodiversity monitoring plan was carried out in accordance with the validated project description.

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

Describe the steps taken to verify the actions taken to disseminate the results of biodiversity monitoring in accordance with the monitoring plan. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the results of biodiversity monitoring were disseminated in accordance with the validated project description.

### Optional Gold Level: Trigger Species Population Trends (CCB, GL3.3)

If applicable, describe the steps taken to verify the actions taken by the project to maintain or enhance the population status of each trigger species in the project zone, and reduce threats to them. Include documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the actions taken by the project maintain or enhance the population status of each trigger species in the project zone and reduce threats to them.

### Optional Gold Level: Effectiveness of Threat Reduction Actions (CCB, GL3.4)

If applicable, describe the steps taken to verify the measures taken to maintain or enhance the population status of trigger species. Provide and justify an overall conclusion as to whether the measures taken are effective at maintaining or enhancing the population status of trigger species.

## 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 description for all CCB 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 CCB 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

## Verification Summary

Clearly state that the GHG statement is the responsibility of the project proponent, whether the project conforms with the verification criteria for projects and their GHG emission reductions and removals set out in VCS Version 4, and include and qualifications or modifications, and a description of the reason for the qualifications or modifications placed before the conclusion (adverse and disclaimed opinions must have the reasons stated). Confirm that the project has been implemented in accordance with the project description and subsequently validated variations.

Where the audit has included validation activities, clearly state whether the project conforms with the validation criteria set out in VCS Version 4 and CCB Version 3, including any qualifications or modifications.

International Accreditation Forum accreditation body approved validation/verification body opinions must include a declaration that the validation/verification of the GHG statement was conducted in accordance with ISO 14064-3. The applicable ISO version must be included (e.g., ISO 14064-3; 2019).

## Verification Conclusion

State the level of assurance on the quantity of GHG emission reductions and carbon dioxide removals in tCO2 equivalents achieved by the project during the verification period as provided in the project’s GHG statement. Include a confirmation and a breakdown of reductions and removals by calendar year within the verification period. Where the project reports reductions and removals separately, these must be verified separately.

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.

**Verification period**: From [DD-Month-YYYY] to [DD-Month-YYYY]

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

i) Provide a conclusion on the following information:

|  |  |
| --- | --- |
| The non-permanence risk rating (%) |  |
| If applicable, the long-term average, whether it has been properly updated, and if it has been reached.  |  |
| Whether a loss has been appropriately accounted for, in accordance with the VCS Program rules, if applicable. |  |

ii) Complete the table below for the project crediting period:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Vintage period | Baseline emissions (tCO2e) | Project emissions (tCO2e) | Leakage emissions (tCO2e) | Buffer pool allocation (tCO2e) | Reductions VCUs (tCO2e) | Removals VCUs (tCO2e) | Total VCU issuance (tCO2e) |
| DD-MMM-YYYY to 31-Dec-YYYY  |  |  |  |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

## Ex-ante vs. Ex-post ERR Comparison

For all projects, state the estimated ex-ante GHG emission reductions and carbon dioxide removals and the achieved reductions and removals for this monitoring period. Report the percentage difference and justify the difference. The quantities of reductions and removals are the total quantities before any deductions for buffer credits.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vintage period** | **Ex-ante estimated reductions/removals** | **Achieved reductions/removals** | **Percent difference** | **Explanation for the difference**  |
| DD-MMM-YYYY to 31-Dec-YYYY  |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |
| … |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |
| Total |  |  |  |  |

# Appendix 1: Commercially sensitive information

*Use the table below to describe the commercially sensitive information included in the monitoring report to be excluded in the public version.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Information** | **Justification** | **Assessment method and conclusion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix 2: Project Risks Table

Use this appendix, if necessary, to describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of project’s risk assessment and mitigation measures, including where no risk has been identified by the project proponent. Where no risk has been identified by the project proponent, provide a conclusion on the assessment confirming no risk has been identified.

|  |  |  |
| --- | --- | --- |
| **Item** | **Identified risk(s)** | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| **Impacts on biodiversity and ecosystems** |  |  |
| **Soil degradation and soil erosion** |  |  |
| **Water consumption and stress** |  |  |
| **Risks to stakeholder participation** |  |  |
| **Working conditions** |  |  |
| **Safety of women and girls** |  |  |
| **Safety of minority and marginalized groups including children** |  |  |
| **…..** |  |  |
| **[Additional risk identified]** |  |  |
| **……** |  |  |

# Appendix X: <Title of Appendix>

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