*CCB & VCS Monitoring Report Template*

*This template is for monitoring the implementation of projects that are both validated to the third edition of the* Climate, Community & Biodiversity Standards *and using the VCS Program. Projects not validated to the third edition of the* Climate, Community & Biodiversity Standards *must use the template for the edition to which it is validated. Projects not using the VCS Program must use the* CCB Monitoring Report Template*. Projects not seeking CCB verification must use the* VCS Monitoring Report Template*.*

*Instructions for completing the monitoring report:*

*TITLE PAGE: All items in the box on the title page must be completed using Arial 10pt, black, regular (non-italic) font. This box must appear on the title page of the final document. Monitoring reports may also feature the project title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Arial 24pt and Arial 11pt, black, regular font).*

*MONITORING REPORT: Instructions for completing this template can be found under each section heading in grey or blue italicized text. The grey text represents guidance for the general, climate, community and biodiversity components of the monitoring report that must follow* *CCB and VCS Program* *rules and requirements.* The blue text represents guidance for the carbon component of the monitoring report that must follow VCS project-level requirements and the applied VCS 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.*

*The monitoring report does not need to include information on indicators for which the conditions assessed have not changed from the validated project description, but shall include relevant information about project implementation and impacts, and any changes to project design. Unless otherwise noted in the template instructions, project implementation and impacts data must relate only to the monitoring period to be verified.*

*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 unless instructions specifically state so).*

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

Monitoring Report TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Project Title** | *Name of project* |
| **Project ID** | *VCS project database ID, if listed or registered* |
| **Version** | *Version number of this document* |
| **Report ID** | *Identification number of this document* |
| **Date of Issue** | *DD-Month-YYYY this version of the document issued* |
| **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* |
| **Prepared By** | *Individual or entity that prepared the document, with contact information if different from that of primary project proponent* |
| **Validation/Verification Body** | *Organization and contact name with email address and phone number* |
| **GHG Accounting/ Crediting Period** | *Indicate the (CCB) GHG accounting/(VCS) crediting period, specifying the day, month and year for the start and end dates and the total number of years*  *DD Month YYYY – DD Month YYYY; X-year total period*  *Specify each if the CCB and VCS periods are different* |
| **Monitoring Period of this Report** | *DD Month YYYY – DD Month YYYY*  *Specify each if the CCB and VCS periods are different* |
| **History of CCB Status** | *Issuance date(s) of earlier validation statements, dates of previous attempts at verification, etc.* |
| **Gold Level Criteria** | *List which Gold Level criteria are being used and provide a brief description of the activities implemented and results achieved that enable the project to qualify for each relevant Gold Level* |

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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) in Sections 2-5 of this document.

## Unique Project Benefits

Insert the brief summaries of two to five benefits of the project not captured by the standardized benefit metrics in [Section 1.2](#_Standardized_Benefit_Metrics_1) (these may be the same as those listed in Section 1.1 of the project description). For each outcome or impact, assess the net benefit the project has achieved during the monitoring period covered by this report and in the time since the beginning of the project lifetime (if this is the project’s first verification report, the two columns will be the same). Achievements included in the monitoring period column shall be substantiated in this document as denoted by the corresponding section reference.

Additional project benefits not anticipated in the project description or captured in [Section 1.2](#_Standardized_Benefit_Metrics_1) (Standardized Benefit Metrics), below, may be added, keeping in mind that these benefits may be reported on in subsequent monitoring reports.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome or Impact | Achievements during the  Monitoring Period | Section Reference | Achievements during the Project Lifetime |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |

## Standardized Benefit Metrics

For each metric, quantify the net benefit the project has achieved during the monitoring period covered by this report and since the project start date (if this is the project’s first verification report, the two columns will be the same). 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. Data included in the monitoring period column shall be substantiated in this document as denoted by the corresponding section reference.

| Category | Metric | Achievements during Monitoring Period | Section Reference | Achievements during the Project Lifetime |
| --- | --- | --- | --- | --- |
| GHG emission reductions & removals | Net estimated emission removals in the project area, measured against the without-project scenario |  |  |  |
| Net estimated emission reductions in the project area, measured against the without-project scenario |  |  |  |
| Forest[[1]](#footnote-1) cover | For REDD[[2]](#footnote-2) projects: Number of hectares of reduced forest loss in the project area measured against the without-project scenario |  |  |  |
| For ARR[[3]](#footnote-3) projects: 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-4) practices have occurred as a result of the project’s activities, measured against the without-project scenario |  |  |  |
| Number of hectares of non-forest land in which improved land management has occurred as a result of the project’s activities, measured against the without-project scenario |  |  |  |
| Training | Total number of community members who have improved skills and/or knowledge resulting from training provided as part of project activities |  |  |  |
| Number of female community members who have improved skills and/or knowledge resulting from training provided as part of project activities of project activities |  |  |  |
| Employment | Total number of people employed in of project activities,[[5]](#footnote-5) expressed as number of full time employees[[6]](#footnote-6) |  |  |  |
| Number of women employed in project activities, expressed as number of full time employees |  |  |  |
| Livelihoods | Total number of people with improved livelihoods[[7]](#footnote-7) or income generated as a result of project activities |  |  |  |
| Number of women with improved livelihoods or income generated as a result of project activities |  |  |  |
| Health | Total number of people for whom health services were improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Number of women for whom health services were improved 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 was improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Number of women and girls for whom access to, or quality of, education was improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Water | Total number of people who experienced 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 experienced 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-8) was improved as a result of project activities |  |  |  |
| Number of women whose well-being was improved as a result of project activities |  |  |  |
| Biodiversity conservation | Change in the number of hectares significantly better managed by the project for biodiversity conservation,[[9]](#footnote-9) measured against the without-project scenario |  |  |  |
| Number of globally Critically Endangered or Endangered species[[10]](#footnote-10) benefiting from reduced threats as a result of project activities,[[11]](#footnote-11) measured against the without-project scenario |  |  |  |

# General

## Project Description

### Implementation Description

Provide a description of the implementation status of the project, including the following (no more than one page):

* A summary description of the implementation status of the technologies/measures (e.g., plant, equipment, process, or management or conservation measure) included in the project.
* The operation of the project activity(s) during this monitoring period, including any information on events that may impact the GHG emission reductions or removals and monitoring.
* Describe how leakage and non-permanence risk factors are being monitored and managed.
* The total GHG emission reductions or removals generated in this monitoring period.
* Any other changes (e.g., to project proponent or other entities).

### Project Category and Activity Type

Indicate the AFOLU project category (e.g., ALM, IFM, WRC) and activity type, if applicable (e.g. ICM, RIL, RWE). Also indicate whether the project is a grouped project.

### Project Proponent(s)

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

|  |  |
| --- | --- |
| Organization name |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email |  |

### Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any project participant(s) for which information was not provided in the cover page of this document. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Organization name |  |
| Role in the project |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email |  |

### Project Start Date (G1.9)

Indicate the project start date, specifying the day, month and year.

### Project Crediting Period (G1.9)

Indicate the project crediting period, specifying the day, month and year for the start and end dates and the total number of years.

### Project Location

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

### Title and Reference of Methodology

Provide the title, reference and version number of the methodology or methodologies applied to the project. Include also the title and version number of any tools applied by the project.

### Other Programs (G5.9)

Include the following information, as applicable:

* Emission Trading Programs and Other Binding Limits: Where the project reduces GHG emissions from activities that are included in an emissions trading program or any other mechanism that includes GHG allowance trading (as identified in the project description, or where such programs or mechanisms have subsequently emerged) demonstrate that net GHG emission reductions or removals generated during this monitoring period have not be used for compliance under such programs or mechanisms. Examples of appropriate evidence are provided in the VCS Standard.
* Other Forms of Environmental Credit: Indicate whether the project has sought or received another form of GHG-related environmental credit, including renewable energy certificates, during this monitoring period. Include all relevant information about the GHG-related environmental credits and the related program. Additionally, provide a list of all and any other programs under which the project is eligible to create another form of GHG-related environment credit.
* Participation under Other GHG Programs: Indicate whether the project is registered under any other GHG programs and, where this is the case, provide the registration number and details. Provide details of any GHG credits claimed under such programs.

### Sustainable Development

Describe how the project contributes to achieving any nationally stated sustainable development priorities, including any provisions for monitoring and reporting same.

## Project Implementation Status

### Implementation Schedule (G1.9)

Indicate the key dates and milestones in the project’s development and implementation (e.g., dates of construction, commissioning, start of project activities, legal/community agreements and continued operation periods), making note of where these dates have changed since the last validation or verification. Add rows to the table below as necessary.

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

### Methodology Deviations

Describe and justify any methodology deviations applied during this monitoring period. Include evidence to demonstrate the following:

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

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

Document any community or biodiversity changes to project design not requiring a project description deviation that occurred during the monitoring period compared with the validated project description. Include justification for the changes and demonstration that the changes are in conformance with the requirements of the Climate, Community & Biodiversity Standards criteria and indicators.

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

Describe any project description deviations applied during this monitoring period, identify which section(s) of the project description have been updated and explain the reasons for the deviation. Identify whether the deviation impacts the applicability of the methodology, additionality or the appropriateness of the baseline scenario and provide an explanation of the outcome.

Describe and report on any project description deviations applied in previous monitoring reports.

### Grouped Projects

The following section is only required for grouped projects. If not applicable, indicate so and delete instruction and headings for section 2.2.5 below this text.

#### New Project Areas and Communities (G1.13)

*Identify any new project area(s) and communities that have been included in the project since the last CCB and/or VCS validation or verification and explain the process of stakeholder identification and analysis (identified in the project description) that was used to identify these communities.*

*The New Project Areas and Stakeholders table (*[*see Appendix 1*](#_Appendix_1:_New)*) may be used if appropriate. Delete if not used.*

#### Removed Project Areas and Communities(G1.13)

*For grouped projects, if necessary, identify any project area(s) and communities that were included in project at last validation or verification but are no longer part of the project. Provide reason as to why the project area(s) and communities are no longer part of the project and what impacts the removal of the project area(s) and communities have on project implementation.*

*The New Project Areas and Stakeholders table (*[*see Appendix 1*](#_Appendix_1:_New)*) may be used if appropriate. Delete if not used.*

#### Eligibility Criteria for Grouped Projects (G1.14)

*Demonstrate that the eligibility criteria and process for project expansion set out in the project description have been met by any new project areas and communities that have been included in the project since the last CCB validation or verification. With respect to eligibility criteria, ensure that each criteria is addressed separately.*

*The New Project Areas and Stakeholders table (*[*see Appendix 1*](#_Appendix_1:_New)*) may be used if appropriate. Delete if not used.*

#### Scalability Limits for Grouped Projects (G1.15)

*Demonstrate that any new project areas and communities that have been included in the project since the last CCB validation or verification do not violate the scalability limits set in the project description.*

*The New Project Areas and Stakeholders table (*[*see Appendix 1*](#_Appendix_1:_New)*) may be used if appropriate. Delete if not used.*

#### Risk Mitigation for Grouped Projects (G1.15)

*If applicable, describe any actions taken to mitigate risks that may result from adding project areas.*

#### Project Zone Map (G1.13)

*If necessary, update the project zone map to include:*

* *Location of communities to be added to the project at this verification.*
* *Boundaries of project area(s) to be added to the project at this verification.*

1. **Changes to Management (G4.1)**

*Describe any changes to the management structure, roles, and/or responsibilities that have resulted from new entities joining the project.*

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

Describe actions needed and implemented to mitigate likely natural and human-induced risks to the expected climate, community, and biodiversity benefits during this monitoring period.

The Project Risks Table ([see Appendix 2](#_Appendix_3:_Project)) may be used if appropriate. Delete if not used.

### Benefit Permanence (G1.11)

Describe the measures needed and implemented since the last CCB validation or verification to maintain and enhance the climate, community, and biodiversity benefits beyond the project lifetime.

## Stakeholder Engagement

### Stakeholder Access to Project Documents (G3.1)

Describe how full project documentation has been made accessible to communities and other stakeholders.

### Dissemination of Summary Project Documents (G3.1)

Describe how summary project documentation and summary information on monitoring results, has been actively disseminated to communities.

### Informational Meetings with Stakeholders (G3.1)

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

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

Demonstrate 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 an understandable form and in a timely manner prior to any decision they may have been asked to make with respect to participation in the project.

### Information to Stakeholder on Verification Process (G3.3)

Describe how communities and other stakeholders were informed of the process for CCB verification by an independent validation/verification body. Specifically, address:

* Activities and/or processes implemented.
* Communication methods used.

### Site Visit Information and Opportunities to Communicate with Auditor (G3.3)

Describe how communities and other stakeholders will be or have been informed of the validation/verification body’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 validation/verification body will be or has been facilitated.

### Stakeholder Consultation (G3.4)

Describe how communities, including all community groups and other stakeholders, have influenced project implementation. Document consultations and indicate if and how project design has been affected by stakeholder input.

### Continued Consultation and Adaptive Management (G3.4)

Describe how communication and consultation about the project has continued between the project proponent(s) and communities and other stakeholders. Explain the processes the project proponent has used to consider this input and how this communication and consultation has influenced the project through adaptive management.

### Stakeholder Consultation Channels (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 (G3.6)

Describe the activities and/or processes implemented to enable the effective participation, as appropriate, of all communities. Demonstrate the culture- and gender-sensitivity of implementation of such actions.

### Anti-Discrimination Assurance (G3.7)

Describe the activities and/or processes implemented 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) or sexual harassment with respect to the project.

### Grievances (G3.8)

Document any grievance(s) received and how they were resolved using the project’s grievance redress procedure, as set out in the project description.

### Worker Training (G3.9)

Describe activities and/or processes implemented to provide orientation and training for the project’s workers and a wide range of people from the communities. Identify how, once it is built, local capacity is not lost.

### Community Employment Opportunities (G3.10)

Demonstrate that people from the communities have been given an equal opportunity to fill all work positions (including management) if the job requirements are met. Where relevant, describe the activities and/or processes implemented 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.

### Relevant Laws and Regulations Related to Worker’s Rights (G3.11)

List all relevant laws and regulations covering worker’s rights in the host country and provide assurance that the project has met or exceeded each. Where relevant, demonstrate how compliance was achieved and describe activities and/or processes implemented to inform workers about their rights.

### Occupational Safety Assessment (G3.12)

Provide an assessment of substantial risks to worker safety that have arisen due to project implementation. Describe activities and/or processes implemented to inform workers of risks and how to minimize such risks. Show how risks have been minimized.

## Management Capacity

### Required Technical Skills (G4.2)

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

### Management Team Experience (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/Team Development (G4.2)

Demonstrate how other organizations were partnered with to support the project, if relevant experience was or is lacking. Provide evidence that gaps identified in the previous CCB validation or verification have been satisfactorily filled, or include a recruitment strategy by which the management team plans to fill any remaining gaps.

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

Document the financial health of the implementing organization(s). For grouped projects, document the ability of the implementing organization(s) to provide adequate financial support to new project areas included in the project at this verification event.

### Avoidance of Corruption and Other Unethical Behavior (G4.3)

Demonstrate that the project proponent and any other entities involved in the project 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 activities and/or processes implemented to be able to provide this assurance.

### Commercially Sensitive Information (*Rules* 3.5.13 – 3.5.14)

Indicate whether any commercially sensitive information has been excluded from the public version of the monitoring report 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 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

### Recognition of Property Rights (G5.1)

Demonstrate that all property rights are recognized, respected, and supported. If applicable, describe activities and/or processes implemented by the project to help to secure statutory rights.

### Free, Prior and Informed Consent (G5.2)

Demonstrate with documented consultations and agreements that:

* The project has not encroached uninvited on private property, community property, or government property.
* The free, prior, and informed consent has been obtained of those whose property rights will be or are affected by the project.
* Appropriate restitution or compensation has been allocated to any parties whose lands have been or will be affected by the project.

### Property Right Protection (G5.3)

Demonstrate that project activities have not led to involuntary removal or relocation of property rights holders from their lands or territories, and has not forced 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.

### Identification of Illegal Activity (G5.4)

Identify any illegal activities that could affect the project’s impacts. Describe activities and/or processes implemented to reduce these activities so that project benefits are not derived from illegal activities.

### Ongoing Disputes (G5.5)

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

If applicable, describe activities and/or processes implemented to resolve conflicts or disputes.

### National and Local Laws (G5.6)

List any national and local laws and regulations in the host country that have gone into effect, changed, or been eliminated since the project’s last validation or verification that are relevant to the project activities. Provide assurance that the project is in compliance with all national and local laws and regulations in the host country that are relevant to the project activities and, where relevant, demonstrate how compliance is achieved.

# Climate

Note that Section 3 relates exclusively to data and parameters for monitoring GHG emission reductions and removals. No community or biodiversity parameter should be entered here with the exception of any relevant information for fulfilling the optional Gold Level criteria.

## Monitoring GHG Emission Reductions and Removals

### Data and Parameters Available at Validation

Complete the table below for all data and parameters that are determined or are available at validation, and remain fixed throughout the project crediting period (copy the table as necessary for each data unit/parameter). Data and parameters monitored during the operation of the project are included in [Section 3.1.2](#_Data_and_Parameters) (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 the 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

Complete the table below for all data and parameters monitored during the project crediting period (copy the table as necessary for each data unit/parameter). Data and parameters determined or available at validation are included in [Section 3.1.1](#_Data_and_Parameters_1) (Data and Parameters Available at Validation) 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 monitored | *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 the 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

Describe the process and schedule followed for monitoring the data and parameters set out in [Section 3.1.2](#_Data_and_Parameters) (Data and Parameters Monitored) above during this monitoring period, including details on the following:

* The organizational structure, responsibilities and competencies of the personnel that carried out the monitoring activities.
* The methods used for generating/measuring, recording, storing, aggregating, collating and reporting the data on monitored parameters.
* The procedures used for handling any internal auditing performed and any non-conformities identified.
* The implementation of sampling approaches, including target precision levels, sample sizes, sample site locations, stratification, frequency of measurement and QA/QC procedures. Where applicable, demonstrate whether the required confidence level or precision has been met.

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

### Dissemination of Monitoring Plan and Results (CL4.2)

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

## Quantification of GHG Emission Reductions and Removals

### Baseline Emissions

Quantify the baseline emissions and/or removals, providing sufficient information to allow the reader to reproduce the calculation. Attach electronic spreadsheets as an appendix or separate file to facilitate the verification of the results.

### Project Emissions

Quantify project emissions and/or removals providing sufficient information to allow the reader to reproduce the calculation. Attach electronic spreadsheets as an appendix or separate file to facilitate the verification of the results.

### Leakage

Quantify leakage emissions providing sufficient information to allow the reader to reproduce the calculation. Attach electronic spreadsheets as an appendix or separate file to facilitate the verification of the results.

### Net GHG Emission Reductions and Removals

Quantify the net GHG emission reductions and removals, summarizing the key results using the table below. Specify breakdown of GHG emission reductions and removals by vintages where the intent is to issue each vintage separately in the VCS registry system.

Include quantification of the net change in carbon stocks. Also, state the non-permanence risk rating (as determined in the AFOLU non-permanence risk report) and calculate the total number of buffer credits that need to be deposited into the AFOLU pooled buffer account. Attach the non-permanence risk report as either an appendix or a separate document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** |  |  |  |  |

## Optional Criterion: Climate Change Adaptation Benefits

This section (3.3) should be completed for projects validated at the Gold Level for climate change adaption benefits. If not applicable, state so and leave this section blank.

### Activities and/or processes implemented for Adaptation (GL1.3)

Based on the project’s validated causal model, describe activities and/or processes implemented to assist communities and/or biodiversity to adapt to the probable impacts of climate change.

# Community

## Net Positive Community Impacts

### Community Impacts (CM2.1)

Complete the table below to describe all the impacts on each community group resulting from project activities under the with-project scenario. Impacts must include all those identified in the project description and any other unplanned impacts. 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 | *Identify impact* |
| Type of Benefit/Cost/Risk | *Describe whether the impact is predicted or actual, direct or indirect, and whether it is a benefit, cost or risk* |
| Change in Well-being | *Describe type and magnitude of impact* |

### Negative Community Impact Mitigation (CM2.2)

Describe activities and/or processes implemented to mitigate any negative well-being impacts on community groups and for maintenance or enhancement of high conservation value (HCV) attributes identified in the project description. Explain how such actions are consistent with the precautionary principle.

### Net Positive Community Well-Being (CM2.3, GL1.4)

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

Projects validated at the Gold Level for climate change adaptation benefits: demonstrate how the project activities have assisted communities to adapt to the probable impacts of climate change.

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

Demonstrate that none of the HCVs related to community well-being in the project zone identified in the project description are negatively affected by the project.

## Other Stakeholder Impacts

### Mitigation of Negative Impacts on Other Stakeholders (CM3.2)

Describe the activities and/or processes implemented to mitigate the negative well-being impacts on other stakeholders.

### Net Impacts on Other Stakeholders (CM3.3)

Demonstrate that the project activities have not resulted in net negative impacts on the well-being of other stakeholders.

## Community Impact Monitoring

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

Present the results of the community impact monitoring which should include:

* All communities, community groups, other stakeholders, and HCVs related to community well-being identified in the monitoring plan.
* Dates, frequency, sampling methods used, and other information regarding the monitoring process.
* Results and evaluation of monitoring, including evaluations by the affected communities.

For projects validated to the Gold Level for exceptional community benefits, include all additional monitored data to demonstrate the project meets all required criteria.

### Monitoring Plan Dissemination (CM4.3)

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

## Optional Criterion: Exceptional Community Benefits

This section (4.4) should be completed for projects validated at the Gold Level for exceptional community benefits. If not applicable, state so and leave this section blank.

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

Demonstrate that the project has or is on track to generate short-term and long-term net positive well-being benefits for smallholders/community members.

### Marginalized and/or Vulnerable Community Groups (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 have or are on track to 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 have or are on track 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 addressed.* |
| Negative impacts | *Demonstrate which measures have been taken to identify any marginalized and/or vulnerable smallholders/community members, whose well-being may be negatively affected by the project, and that actions have been taken to avoid, or when unavoidable to mitigate, any such impacts.* |

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

Demonstrate that the project has generated net positive impacts on the well-being of women and that women participated in or influenced decision making.

### Benefit Sharing Mechanisms (GL2.6)

Describe the implementation of the benefit sharing mechanisms described in the project description.

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

Describe how the project’s governance and implementation structures have enabled full and effective participation of smallholders/community members in project decision-making and implementation.

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

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

# Biodiversity

## Net Positive Biodiversity Impacts

### Biodiversity Changes (B2.1)

Complete the table below to describe all the changes in biodiversity resulting from project activities under the with-project scenario in the project zone during this monitoring period. Impacts must include all those identified in the project description and any other unplanned impacts. Explain and justify key assumptions, rationale and methodological choices. Provide all relevant references. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Change in Biodiversity | *Identify biodiversity component that changed* |
| Monitored Change | *Identify predicted and actual, positive and negative, direct or indirect changes that have occurred as the result of project activities that have resulted in quantitative or qualitative changes.* |
| Justification of Change | *Describe the factors contributing to the change and methods and assumptions used to estimate or document the change.* |

### Mitigation Actions (B2.3)

Describe activities and/or processes implemented to mitigate negative impacts on biodiversity and any measures taken for maintenance or enhancement of the HCV attributes. Explain how such actions are consistent with the precautionary principle.

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

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

For projects validated at the Gold Level for climate change adaptation benefits: demonstrate how the project activities assist the biodiversity to adapt to the probable impacts of climate change.

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

Demonstrate that no HCVs related to biodiversity in the project zone have been negatively affected by the project.

### Invasive Species (B2.5)

Demonstrate that no known invasive species have been introduced into any area affected by the project and that the population of any invasive species has not increased as a result of the project.

### Impacts of Non-native Species (B2.6)

Complete the table below to describe the use of any non-native species in the project zone. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Species | *Identify species.* |
| Justification of Use | *Justify use over use of native species.* |
| Adverse Effect | *Describe the adverse effects on the region’s environment, including impacts on native species and disease introduction or facilitation due to the use of this species.* |

### GMO Exclusion (B2.7)

Guarantee that no GMOs have been used to generate GHG emissions reductions or removals.

### Inputs Justification (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 as needed.

|  |  |
| --- | --- |
| Name | *Identify input* |
| Justification of Use | *Justify use* |
| Adverse Effect | *Describe the potential and realized adverse effects on the region’s environment and/or communities* |

## Offsite Biodiversity Impacts

### Negative Offsite Biodiversity Impacts (B3.1) and Mitigation Actions (B3.2)

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

|  |  |
| --- | --- |
| Negative Offsite Impact | Mitigation Measure(s) |
| *Identify the negative impact on biodiversity.* | *Describe the actions taken to mitigate negative impact.* |
|  |  |
|  |  |

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

Describe the evaluation of unmitigated negative impacts on biodiversity outside the project zone and compare them with the project’s 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 (B4.1, B4.2, GL1.4, GL3.4)

Present the results of the biodiversity impact monitoring, which should include:

* All biodiversity variables identified in the monitoring plan.
* Dates, frequency, locations, sampling methods used, and other information concerning the monitoring process.
* Results and evaluation of monitoring.

For projects validated to the Gold Level for exceptional biodiversity benefits, include all additional monitored data to demonstrate the project meets all required criteria.

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

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

## Optional Criterion: Exceptional Biodiversity Benefits

This section (5.4) should be completed for projects validated at the Gold Level for exceptional biodiversity benefits. If not applicable, state so and leave this section blank.

### Trigger Species Population Trends (GL3.3)

Complete the table below to describe population trends of each trigger species and actions taken to maintain or enhance the population status of each species in the project zone. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Trigger Species | *Identify species* |
| With-project Scenario | *Describe actions taken (referring to those set out in the project description) to maintain or enhance the population status of each trigger species in the project zone and to reduce the threats to them. If possible, describe changes in population status and/or threats during the monitoring period and since the start of the project.* |

# Additional Project Implementation Information

Document any additional information that explains how the project has been implemented in accordance with the validated project description for all indicators that require implementation of an activity or process. Criteria and indicators shall be referenced for each statement made in this section.

# Additonal project Impact Information

Document any additional information that provides the results of monitoring and shows how the project meets all indicators that require demonstration of impacts. Criteria and indicators of the Climate, Community & Biodiversity Standards or requirements of the VCS Standard shall be referenced for each statement made in this section.

# Appendicies

The following appendices may be used if appropriate. Delete the instruction and heading if not used.

## Appendix 1: New Project Areas and Stakeholders

Use this appendix, if necessary, to identify new project areas and stakeholders and fulfil the requirements of [Sections 2.2.5](#_Grouped_Projects) above. Modify the table, if necessary, to suit the project activities, or delete if not used.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder  *Identify communities and any community groups within them, any cross-cutting community groups, and list other stakeholders.* | Rights, interest, and overall relevance to the project | Demonstrate how they meet the eligibility criteria (G1.14) | Demonstrate how their inclusion does not violate the scalability limits (G1.15) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Appendix 2: Project Risks Table

Use this appendix, if necessary, to identify project risks and fulfill the requirements of [Section 2.2.6](#_Risks_to_the) above. Modify the table, if necessary, to suit the project activities, or delete if not used.

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

## Appendix 3: Additional Information

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-1)
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-2)
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-3)
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-4)
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-5)
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 UN System of National Accounts (1993) paragraphs 17.14[15.102];[17.28]) [↑](#footnote-ref-6)
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-7)
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, Health, Education, Water, etc.), but could also include other benefits such as empowerment of community groups, strengthened legal rights to resources, conservation of access to areas of cultural significance, etc. [↑](#footnote-ref-8)
9. 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. [↑](#footnote-ref-9)
10. Per IUCN’s Red List of Threatened Species [↑](#footnote-ref-10)
11. In the absence of direct population or occupancy measures, measurement of reduced threats may be used as evidence of benefit [↑](#footnote-ref-11)