*CCB Verification Report Template*

*This template is for the verification of projects that are both validated to the second edition of the* Climate, Community & Biodiversity Standards *and using the CCB Program independent of a recognized GHG program. Validation/verification bodies auditing projects that were not validated to the second edition of the* Climate, Community & Biodiversity Standards *must use the template for the edition to which the project is validated. The* CCB & VCS Verification Report Template *must be used for projects using both the CCB and VCS Programs together.*

*Instructions for completing the verification report:*

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

*VERIFICATION REPORT: Instructions for completing the verification report template are given under the section headings in this template. All instructions must be followed, as set out in the* CCB ProgramRules (Rules)*. Instructions relate back to the rules and requirements set out in the* Climate, Community & Biodiversity Standards *and accompanying program documents. As such, this template must be completed paying attention to the rules and requirements set out in such documents, and the validation/verification body will need to refer to the CCB program documents in order to complete the template. Orange 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*.*

*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 validation/verification body should provide under each section of the template.*

*Where the validation/verification body has also, at the time of this verification, validated a project description deviation or other validation activity, the validation sections of this template must be completed. Further, the validation process must be described in the relevant sections of this template.*

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

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

VERIFICATION REPORT TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

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

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

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

**Table of Contents**

*The page numbers of the table of contents below shall be updated upon completion of the report.*

[1 Introduction 4](#_Toc485111127)

[1.1 Objective 4](#_Toc485111128)

[1.2 Scope and Criteria 4](#_Toc485111129)

[1.3 Summary Description of the Project 4](#_Toc485111130)

[2 Verification Process 4](#_Toc485111131)

[2.1 Audit Team Composition 4](#_Toc485111132)

[2.2 Method and Criteria 4](#_Toc485111133)

[2.3 Document Review 4](#_Toc485111134)

[2.4 Interviews 4](#_Toc485111135)

[2.5 Site Inspections 5](#_Toc485111136)

[2.6 Resolution of Findings 5](#_Toc485111137)

[3 Validation Findings 5](#_Toc485111138)

[3.1 Minor Changes to Project Design 5](#_Toc485111139)

[3.2 Project Description Deviations 5](#_Toc485111140)

[3.3 Monitoring Plans 6](#_Toc485111141)

[4 Verification Findings 6](#_Toc485111142)

[4.1 Public Comments 6](#_Toc485111143)

[4.2 Summary of Project Benefits 6](#_Toc485111144)

[4.3 General 6](#_Toc485111145)

[4.4 Climate 9](#_Toc485111146)

[4.5 Community 10](#_Toc485111147)

[4.6 Biodiversity 12](#_Toc485111148)

[4.7 Additional Project Implementation Information 14](#_Toc485111149)

[4.8 Additional Project Impact Information 14](#_Toc485111150)

[5 Verification Conclusion 14](#_Toc485111151)

[Appendix X: <Title of Appendix> 15](#_Toc485111152)

# Introduction

## Objective

Explain the purpose of the verification.

## Scope and Criteria

Describe the scope and criteria of the verification.

## Summary Description of the Project

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

# Verification Process

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

## Audit Team Composition (*Rules* 4.3.1)

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

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

## Method and Criteria

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

## Document Review

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

## Interviews

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

## Site Inspections

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

## Resolution of Findings

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

State the total number of corrective action requests, non-conformity requests and other findings raised during the verification.

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

### Forward Action Requests

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

# Validation Findings

Use this section to provide details of all validation activities that took place during the verification, such as validation of project description deviations.

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

Identify any minor changes to project design applied to the project and describe the steps taken to assess whether the change causes significant changes to project activities or substantial changes in the impacts of the project (both of which require project description deviations) documenting the assessment of each separately.

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

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

Identify any project description deviations applied to the project and describe the steps taken to validate each deviation. Provide an assessment of whether the deviation is appropriately described and justified, and whether the project remains in compliance with the Climate, Community & Biodiversity Standards.

Provide and justify an overall conclusion regarding whether the project description deviation is valid.

## Monitoring Plans (CL3.2, CM3.3, B3.3)

If any of the climate, community or biodiversity impact monitoring plans have not yet been validated against the Climate, Community & Biodiversity Standards, present the validation findings about that (those) monitoring plan(s) here. If the monitoring plan(s) had already been validated state “not applicable” in this section 3.3 “Monitoring Plans” and instructions.

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

# Verification Findings

## Public Comments (*Rules* 4.6)

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

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

## Summary of Project Benefits

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

## General

### Implementation Schedule and Status (G3.4)

Identify the milestones in the project’s development and implementation and describe the steps taken to assess if material discrepancies exist between project implementation and the project design.

List any previous minor changes or validated project description deviations implemented.

Provide and justify an overall conclusion regarding whether the project has been implemented as described in the validated project design.

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

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

### Enhancement of High Conservation Values (G3.6)

Describe the steps taken to verify the actions needed or implemented to ensure the maintenance or enhancement of the high conservation value attributes identified in the validated project design. Provide and justify a conclusion as to whether the measures taken to ensure the maintenance or enhancement of the high conservation value attributes are consistent with the precautionary principle.

### Benefit Permanence (G3.7)

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 design.

### Stakeholder Engagement (G3.8 – G3.9)

Describe the steps taken to verify the project proponent communicated with and consulted stakeholders on project implementation in accordance with G3.8 – G3.9, specifically:

* Communication and consultation was carried out in accordance with the communication and consultation plan.
* If needed adjustments were made to the communication and consultation plan.
* The public comment period for verification was publicized to communities and other stakeholders using the communication methods identified in the validated project design and their submission of comments to VCS was facilitated.
* Project implementation and monitoring information, and other key documents, were distributed to communities and other stakeholders during the monitoring period.
* Widely publicized information meetings were held in relevant local or regional languages.

Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project carried out effective stakeholder engagement.

### Stakeholder Grievance Redress Procedure (G3.10)

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

### Worker Relations (G4.3 – G4.6)

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 G4.3 – G4.6. Include details of actions taken or measures implemented that:

* Build the capacity of the communities though job training and employment.
* Ensure people from the communities are given an equal opportunity to fill work positions.
* Ensure the project is in compliance with all relevant laws and regulations regarding worker’s rights and workers are informed of their rights.
* 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 design.

### Technical and Management Capacity (G4.2, G4.7)

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 through partnerships, and is maintaining 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.

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 design.

### Legal Status (G5.1)

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

### Rights Protection and Free, Prior and Informed Consent (G5.3-G5.4)

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.
* The free, prior and informed consent has been obtained of those whose property rights 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.
* Project activities do not lead to the involuntary removal or relocation or property rights holders from their lands or territories, and does not force them to relocate activities important to their culture or livelihood.

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 to the Climate, Community & Biodiversity Standards and the validated project design.

### Identification of Illegal Activities (G5.5)

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

### Net Impact (CL1.4, CL2.3, CL2.4)

Describe the steps taken to verify the climate impacts of the project during the monitoring period and the carbon stock increases are accurate and take into account negative offsite climate impacts (leakage), GHG emissions resulting from project activities and non-CO2 sources if applicable. 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 net climate impact of the project is positive or on track to be positive.

### Double Counting (CL1.5)

Describe the steps taken to verify that the project is in compliance with CL1.5 regarding avoidance of double counting of GHG emission reductions or removals. Include details of documentation or any other form of evidence assessed.

### Leakage Mitigation (CL2.2)

Describe the steps taken to verify the activities and/or processes implemented by the project to mitigate project leakage. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusions as to whether the project is accounting for and mitigating leakage as per the validated project design.

### Climate Impact Monitoring Results (CL3.1)

Identify the evidence used to determine the carbon stock and non-CO2 GHG changes and any other GHG changes related to project activities in conformance with the validated climate monitoring plan. Describe the steps taken to assess the sufficiency of quantity and appropriateness of quality of this evidence. Describe the steps taken to verify the carbon stock and other GHG emissions monitoring was carried out in accordance with the validated project design. Provide and justify an overall conclusion with respect to the evidence used to determine the net climate impact of the project during the monitoring period.

### Dissemination of Climate Monitoring Plan and Results (CL3.2)

Describe the steps taken to verify the actions taken to disseminate the climate monitoring plan and results. 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 design.

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

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 on how the activities implemented achieve the results indicated in the project’s validated design. Provide and justify an overall conclusion as to whether the activities implemented deliver or are on track to deliver the intended impacts.

## Community

### Community Impacts (CM1.1)

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.

### Net Positive Community Well-being (CM1.1)

Describe the steps taken to verify that the net 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 (CM1.2)

Describe the steps taken to verify that no high conservation values related to community well-being in the project zone identified in the project’s validated design 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 (CM2.2-CM2.3)

Describe the steps taken to verify the measures implemented to mitigate the negative well-being impacts on other stakeholders and the steps taken to verify the net impact of project activities on other stakeholders is not negative. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the net impacts of project activities on the well-being of other stakeholders is not negative.

### Community Monitoring Plan (CM3.1, CM3.2, 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 on:

* Communities, community groups, other stakeholders and HCVs related to community well-being identified in the monitoring plan.
* Community variables monitored.
* The dates, frequency and sampling methods used are in accordance with the validated project design.
* The results of monitoring.

For projects validated to the Gold Level for exceptional community benefits, verify that the monitoring results demonstrate:

* Both the positive and negative impacts on poorer households and individuals and other disadvantaged groups, including women.
* That community monitoring effectively identified positive and negative impacts on these individuals, households and groups.

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

### Community Monitoring Plan Dissemination (CM3.3)

*Describe the steps taken to verify the actions taken to disseminate the community monitoring plan and results. 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 design.*

### Optional Gold Level: Barriers to Benefits (GL2.3)

If applicable, describe the steps taken to verify that the actions identified to address the barriers that might prevent benefits from going to poorer households have been implemented and been effective. Provide and justify and overall conclusion as to whether the project activities have increased the flow of benefits to poorer households.

### Optional Gold Level: Protections for Poorer and the more Vulnerable (GL2.4)

If applicable, describe the steps taken to verify that the project has avoided any negative impacts, and mitigated where unavoidable, on poorer and more vulnerable households and individuals that may be negatively affected by the project. Identify the steps taken by the project to:

* Identify the households or individuals that may be negatively impacted by the project.
* Identify the project activities that may negatively affect these households or individuals, and what the likely impacts will be.
* Demonstrate that actions have been taken to avoid any negative impacts that may affect these households or individuals.
* Demonstrate that negative impacts were effectively mitigate when unavoidable.

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

## Biodiversity

### Biodiversity Changes (B1.1)

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.

### High Conservation Values Protected (B1.2)

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

### Invasive Species (B1.3)

Identify, discuss and justify conclusions as to whether any known invasive species has been introduced into any area affected by the project and that the population of any invasive species did not increase as a result of the project. Include any documentation assessed or observations made during the site visit.

### Impacts of Non-native Species (B1.4)

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

### GMO Exclusion (B1.5)

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

### Negative Offsite Biodiversity Impacts and Mitigation (B2.2)

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 Biodiversity Benefits (B2.3)

Describe the steps taken to verify that the project’s net biodiversity impacts are positive, taking into account positive and negative impacts on biodiversity within the project zone and unmitigated 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 Results (B3.1, B3.2)

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 on:

* The dates, frequency, biodiversity variables and sampling methods used are in accordance with the validated project design.
* The results of monitoring.
* The effectiveness of measures taken to maintain or enhance all identified high conservation values.

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

### Biodiversity Monitoring Plan Dissemination (B3.3)

Describe the steps taken to verify the actions taken to disseminate the biodiversity monitoring plan and results. 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 design.

## Additional Project Implementation Information

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

## Additional Project Impact Information

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

# Verification Conclusion

Clearly state whether the project complies with the verification criteria for projects set out in CCB Version 2, including any qualifications or limitations. Confirm that the project has been implemented in accordance with the validated project description and any subsequently validated changes.

Where the audit has included validation activities, clearly state whether the project complies with the validation criteria for projects set out in CCB Version 2, including any qualifications or limitations.

Provide a conclusion on the validity of the net positive climate, 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, community, and biodiversity objectives.

Project Monitoring Period: From [day-month-year] to [day-month-year]

# Appendix X: <Title of Appendix>

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