

# GUIDANCE FOR JOINT TEMPLATE USE WITH CCB 2<sup>ND</sup> EDITION

## Table of Contents

<b>Document Instructions .....</b>	<b>2</b>
<b>Monitoring Report Guidance .....</b>	<b>3</b>
<b>Verification Report Guidance .....</b>	<b>8</b>

## Document Instructions

**Scope:** For use by project developers and/or VVBs who are implementing or auditing a CCB/VCS joint project which is validated against *CCB 2nd. Edition*. This guide is **not** relevant for CCB/VCS joint projects which are validated against *CCB 3rd. Edition*.

**Purpose:** Enable project developers and/or VVBs to use the joint monitoring and verification report templates (CCB v3.0 & VCS v4.3) effective 01 April 2024 by providing guidance on which sections of the new template are applicable to CCB 2nd. Edition requirements and providing section references to the CCB 2nd. Edition Standard and templates.

### Version History:

Version 1.0: Released May 2024

Data Key		
The information below pertains to both the Monitoring Report and Verification Report tables		
	What is in this column?	What does this column tell me?
Column A	Lists the section of the new MR or VR template which is designed for CCB 3rd Ed and VCS v4.5.	This column lists each section of the new template.
Column B	Provides the requirement that applies to projects using <i>CCB 2nd Ed</i> .	<p>Where "VCS only" is noted, only the VCS requirement cited in the template instructions must be met.</p> <p>Where "CCBS X.X" is noted, that section of the <i>CCBS 2nd Ed.</i> must be followed <b>in addition to</b> any relevant VCS requirement as cited in the template.</p> <p>Where "CCB Rules X.X" is noted, that section of the <i>CCB Program Rules, v3.1</i> must be followed <b>in addition to</b> any relevant VCS requirement as cited in the template.</p>
Column C	Lists each section of the old MR or VR template which was designed for CCB 2nd Ed.	<p>This column will tell you which section of the old template contains the instructional text most closely corresponding to the <i>CCBS 2nd Ed.</i> rule cited in Column A.</p> <p>***Section references to the old templates have only been provided to allow PPs/VVBs to more easily locate the instructional text for CCB 2nd Ed. requirements. The old template <b>may not</b> be submitted and all instructional text pertaining to VCS requirements in the new templates <b>must</b> be followed, regardless of the instructional text in the old templates.</p>

## Guidance for the Monitoring Report

CCB v3.0 & VCS v4.3 Monitoring Report Sections ( <b>NEW Template</b> )	Requirement Reference	[for reference to instructional text only] CCB v2.0 & VCS v3.4 Monitoring Report Sections ( <b>OLD Template</b> )
1.1 Unique Project Benefits	VCS only	1.1 Unique Project Benefits
1.2 Standardized Benefit Metrics	VCS only	1.2 Standardized Benefit Metrics
2.1.1 Summary Description of the Project	CCBS G1.2	2.1.1 Implementation Description
2.1.2 Audit History	VCS only	No applicable section
2.1.3 Sectoral Scope and Project Type	VCS only	2.1.2 Project Category and Activity Type
2.1.4 Project Proponent	CCBS G4.1	2.1.3 Project Proponent(s)
2.1.5 Other Entities Involved in the Project	CCBS G4.1	2.1.4 Other Entities Involved in the Project
2.1.6 Project Start Date	CCBS G3.4	2.1.5 Project Start Date
2.1.7 Benefits Assessment and Project Crediting Period	CCBS G3.4	2.1.6 Project Crediting Period
2.1.8 Project Location	CCBS G3.3	2.1.7 Project Location
2.1.9 Title and Reference of Methodology	VCS only	2.1.8 Title and Reference of Methodology
2.1.10 Double Counting and Participation under Other GHG Programs	CCBS CL1.5	2.1.9 Other Programs
2.1.10.1 No Double Issuance	CCBS CL1.5	No applicable section
2.1.10.2 Registration in Other GHG Programs	VCS only	No applicable section
2.1.10.3 Projects Rejected by Other GHG Programs	VCS only	No applicable section
2.1.11.1 No Double Claiming with Emissions Trading Programs or Binding Emission Limits	VCS only	No applicable section
2.1.11.2 No Double Claiming with Other Forms of Environmental Credit	VCS only	No applicable section
2.1.11.3 Supply Chain (Scope 3) Emissions	VCS only	No applicable section
2.1.12 Sustainable Development Contributions	VCS only	2.1.10 Sustainable Development
2.2.1 Implementation Schedule	CCBS G3.4	2.2.1 Implementation Schedule

2.2.2 Baseline Reassessment	VCS only	No applicable section
2.2.3 Methodology Deviations	VCS only	2.2.2 Methodology Deviations
2.2.4 Minor Changes to Project Description	CCB Rules, 3.5.6	2.2.3 Minor Changes to Project Description
2.2.5 Project Description Deviations	CCB Rules, 3.5.7-3.5.10	2.2.4 Project Description Deviations
2.2.6.1 New Project Areas and Communities	VCS only	No applicable section
2.2.6.2 Removed Project Areas and Communities	VCS only	No applicable section
2.2.6.3 Eligibility Criteria for Grouped Projects	VCS only	No applicable section
2.2.6.4 Risk Mitigation for Grouped Projects	VCS only	No applicable section
2.2.6.5 Project Zone Map	VCS only	No applicable section
2.2.6.6 Changes to Management	VCS only	No applicable section
2.2.7 Risks to the Project	CCBS G3.5	2.2.5 Risks to the Project
2.2.8 Benefit Permanence	CCBS G3.7	2.2.7 Benefit Permanence
2.3.1 Stakeholder Identification	CCBS G3.8	No applicable section
2.3.2 Stakeholder Access to Project Documents	CCBS G3.9	2.3.3 Distribution of Project Information
2.3.3 Dissemination of Summary Project Documents	CCBS G3.9	2.3.2 Public Comment Period Publicity
2.3.4 Informational Meetings with Stakeholders	CCBS G3.9	2.3.3 Distribution of Project Information
2.3.5 Risks from the Project and No Net Harm	VCS only	No applicable section
2.3.6 Community Costs, Risks, and Benefits	NA	No applicable section
2.3.7 Information to Stakeholder on Verification Process	VCS only	No applicable section
2.3.8 Site Visit Information and Opportunities to Communicate with Auditor	VCS only	No applicable section
2.3.9 Stakeholder Consultation	CCBS G3.8	2.3.1 Community Consultation
2.3.10 Continued Consultation and Adaptive Management	CCBS G3.8	2.3.1 Community Consultation

2.3.11 Stakeholder Consultation Channels	CCBS G3.8	2.3.1 Community Consultation
2.3.12 Stakeholder Participation in Decision-Making and Implementation	VCS only	No applicable section
2.3.13 Anti-Discrimination Assurance	VCS only	No applicable section
2.3.14 Grievances	CCBS G3.10	2.3.4 Conflicts and Grievances
2.3.15 Worker Training	CCBS G4.3	2.4.2 Worker Training
2.3.16 Community Employment Opportunities	CCBS G4.4	2.4.3 Community Employment Opportunities
2.3.17 Occupational Safety Assessment	CCBS G4.6	2.4.5 Occupational Safety Assessment
2.4.1 Required Technical Skills	CCBS G4.2	2.4.1 Required Technical Skills and Expertise
2.4.2 Management Team Experience	CCBS G4.2	2.4.1 Required Technical Skills and Expertise
2.4.3 Project Management Partnerships/Team Development	CCBS G4.2	2.4.1 Required Technical Skills and Expertise
2.4.4 Financial Health of Implementing Organization(s)	CCBS G4.7	2.4.6 Financial Health of Implementing Organization(s)
2.4.5 Avoidance of Corruption and Other Unethical Behavior	VCS only	No applicable section
2.4.6 Commercially Sensitive Information	CCB Rules, 3.5.13 – 3.5.14	No applicable section
2.5.1 National and Local Laws	CCBS G5.1	2.5.1 National and Local Laws
2.5.2 Relevant Laws and Regulations Related to Worker's Rights	CCBS G4.5	2.4.4 Relevant Laws and Regulations Related to Worker's Rights
2.5.3 Human Rights	VCS only	No applicable section
2.5.4 Indigenous Peoples and Cultural Heritage	VCS only	No applicable section
2.5.5 Recognition of Property Rights	CCBS G5.4	2.5.3 Property Rights Protection
2.5.6 Benefit Sharing Mechanism	VCS only	No applicable section
2.5.7 Free, Prior, and Informed Consent	CCBS G5.4	2.5.2 Free, Prior and Informed Consent
2.5.8 Property Right Protection	CCBS G5.3	2.5.3 Property Rights Protection
2.5.9 Identification of Illegal Activity	CCBS G5.5	2.5.4 Identification of Illegal Activity

2.5.10 Ongoing Disputes	CCBS G1.6	No applicable section
3.1.1 Data and Parameters Available at Validation	VCS only	3.1.1 Data and Parameters Available at Validation
3.1.2 Data and Parameters Monitored	VCS only	3.1.2 Data and Parameters Monitored
3.1.3 Monitoring Plan	VCS only	3.1.3 Monitoring Plan
3.1.4 Dissemination of Monitoring Plan and Results	CCBS CL3.2	3.1.4 Dissemination of Monitoring Plan and Results
3.2.1 Baseline Emissions	VCS only	3.2.1 Baseline Emissions
3.2.2 Project Emissions	VCS only	3.2.2 Project Emissions
3.2.3 Leakage Emissions	VCS only	3.2.3 Leakage
3.2.4 GHG Emission Reductions and Carbon Dioxide Removals	VCS only	3.2.4 Net GHG Emission Reductions and Removals
3.3.1 Activities and/or processes implemented for Adaptation	CCBS GL1.4	3.3.1 Activities and/or Processes Implemented for Adaptation
4.1.1 Community Impacts	CCBS CM1.1	4.1.1 Community Impacts
4.1.2 Negative Community Impact Mitigation	CCBS CM2.2	4.2.1 Mitigation of Negative Impacts on Other Stakeholders
4.1.3 Net Positive Community Well-Being	CCBS CM1.1	4.1.2 Net Positive Community Well-Being Impacts
4.1.4 Protection of High Conservation Values	CCBS CM1.2	4.1.3 Protection of High Conservation Values
4.2.1 Mitigation of Negative Impacts on Other Stakeholders	CCBS CM2.2	4.2.1 Mitigation of Negative Impacts on Other Stakeholders
4.2.2 Net Impacts on Other Stakeholders	CCBS CM2.3	4.2.2 Net Impacts on Other Stakeholders
4.3.1 Community Monitoring Plan	CCBS CM3.3	4.3.1 Community Monitoring Plan Development
		4.3.2 Community Monitoring Plan Results
4.3.2 Monitoring Plan Dissemination	CCBS CM3.3	4.3.3 Dissemination of Monitoring Plan and Results
4.4.1 Short-term and Long-term Community Benefits	NA	No applicable section
4.4.2 Marginalized and/or Vulnerable Community	CCBS GL2.4	4.4.1 Barriers to Benefits
		4.4.2 Protections for Poorer and More Vulnerable Households and Individuals

4.4.3 Net Impacts on Women	NA	No applicable section
4.4.4 Benefit Sharing Mechanisms	NA	No applicable section
4.4.5 Governance and Implementation Structures	NA	No applicable section
4.4.6 Smallholders/Community Members Capacity Development	NA	No applicable section
5.1.1 Biodiversity Changes	CCBS B1.1	5.1.1 Biodiversity Changes
5.1.2 Mitigation Actions	B2.2	5.2.1 Negative Offsite Biodiversity Impact Mitigation
5.1.3 Net Positive Biodiversity Impacts	CCBS B1.1	5.1.1 Biodiversity Changes
5.1.4 High Conservation Values Protected	CCBS B1.2	5.1.2 High Conservation Value Protection
5.1.5 Species Used	NA	No applicable section
5.1.6 Invasive Species	CCBS B1.3 & B1.4	5.1.3 Invasive Species
		5.1.4 Impacts of Non-native Species
5.1.7 GMO Exclusion	CCBS B1.5	5.1.5 GMO Exclusion
5.1.8 Inputs Justification	NA	No applicable section
5.2.1 Negative Offsite Biodiversity Impacts and Mitigation Actions	CCBS B2.2	5.2.1 Negative Offsite Biodiversity Impact Mitigation
5.2.2 Net Offsite Biodiversity Benefits	CCBS B2.3	5.2.2 Net Offsite Biodiversity Benefits
5.3.1 Biodiversity Monitoring Plan	CCBS B3.3	5.3.1 Biodiversity Monitoring Plan Development
5.3.2 Biodiversity Monitoring Plan Dissemination	CCBS B3.3	5.3.3 Monitoring Plan and Results Dissemination
5.4.1 Trigger Species Population Trends	CCBS GL3	No applicable section
Appendix 1	NA	
Appendix 2	NA	

## Guidance for the Verification Report

CCB v3.0 & VCS v4.3 Verification Report Sections ( <b>NEW Template</b> )	Requirement Reference	[for reference to instructional text only] CCB v2.0 & VCS v3.4 Verification Report Sections ( <b>OLD Template</b> )
1.1 Objective	VCS Only	1.1 Objective
1.2 Scope and Criteria	VCS Only	1.2 Scope and Criteria
1.3 Level of Assurance	VCS Only	1.3 Level of Assurance
1.4 Summary Description of the Project	VCS Only	1.4 Summary Description of the Project
2.1 Audit Team Composition	CCB Rules, 4.3.1	2.1 Audit Team Composition
2.2 Method and Criteria	VCS Only	2.2 Method and Criteria
2.3 Document Review	VCS Only	2.3 Document Review
2.4 Interviews	VCS Only	2.4 Interviews
2.5 Site Visits	VCS Only	2.5 Site Inspections
2.6 Public Comments	CCB Rules, 4.3.1	4.1 Public Comments
2.7 Resolution of Findings	VCS Only	2.6 Resolution of Findings
2.7.1 Forward Action Requests	VCS Only	2.6.1 Forward Action Requests
2.8 Eligibility for Validation Activities	VCS Only	2.7 Eligibility for Validation Activities
3.1 Participation under Other GHG Programs	VCS Only	3.1 Participation under Other GHG Programs
3.2 Methodology Deviations	VCS Only	3.2 Methodology Deviations
3.3 Minor Changes to Project Description	CCB Rules, 3.5.6	3.3 Project Description Deviations
3.4 Project Description Deviations	CCB Rules, 3.5.7 – 3.5.10	3.4 Minor Changes to Project Description
3.5 New Project Activity Instances in Grouped	VCS Only	3.5 Monitoring Plans
3.6 Baseline Reassessment	VCS Only	No applicable section
4.1 Project Details	VCS Only	No applicable section



4.2 Summary of Project Benefits	VCS Only	4.2 Summary of Project Benefits
4.3.1 Implementation Status	CCBS G3.4, CL1.5	4.3.1 Implementation Status
4.3.2 Stakeholder Identification	CCBS G3.8	No applicable section
4.3.3 Stakeholder Consultation and Ongoing Communication	CCBS G3.8 – G3.9	4.3.5 Stakeholder Engagement
4.3.4 Stakeholder Access to Information	CCBS G3.8 – G3.9	4.3.5 Stakeholder Engagement
4.3.5 Grievances	CCBS G3.10	4.3.6 Stakeholder Grievance Redress Procedure
4.3.6 Stakeholder Participation in Decision-making and Implementation	VCS Only	No applicable section
4.3.7 Risks from the Project and No Net Harm	VCS Only	No applicable section
4.3.8 Community and Biodiversity Benefit Permanence	CCBS G3.6	4.3.4 Benefit Permanence
4.3.9 Risks to the Project	CCBS G3.5	4.3.2 Risks to the Project
4.3.10 Anti-discrimination	VCS Only	No applicable section
4.3.11 Worker Relations	CCBS G4.3 – G4.6	4.3.7 Worker Relations
4.3.12 Management Capacity	CCBS G4.2, G4.7	4.3.8 Technical and Management Capacity
4.3.13 Commercially Sensitive Information	CCB Rules, 3.5.13 – 3.5.14	No applicable section
4.3.14.1 National and Local Laws	CCBS G5.1	4.3.9 Legal Status
4.3.14.2 Relevant Laws and Regulations Related to Worker's Rights	CCBS G4.3 – G4.6	4.3.7 Worker Relations
4.3.14.3 Human Rights	VCS Only	No applicable section
4.3.14.4 Indigenous Peoples and Cultural Heritage	VCS Only	No applicable section
4.3.14.5 Recognition of Property Rights	CCBS G5.3 - G5.5	4.3.10 Rights Protection and Free, Prior and Informed Consent
4.3.15 Free, Prior, and Informed Consent	CCBS G5.4	4.3.10 Rights Protection and Free, Prior and Informed Consent
4.3.16 Property Rights Protection	CCBS G5.3 - G5.5	4.3.10 Rights Protection and Free, Prior and Informed Consent
4.3.17 Benefit Sharing Mechanisms	VCS Only	No applicable section

4.3.18 Identification of Illegal Activities	CCBS G5.5	4.3.11 Identification of Illegal Activities
4.4.1 Accuracy of Reduction and Removal Calculations	VCS Only	4.4.1 Accuracy of GHG Emission Reduction and Removal Calculations
4.4.2 Quality of Evidence to Determine GHG Emission Reductions and Removals	VCS Only	4.4.2 Quality of Evidence to Determine GHG Emission Reductions and Removals
4.4.3 Non-Permanence Risk Analysis	VCS Only	4.4.3 Non-Permanence Risk Analysis
4.4.4 Dissemination of Monitoring Plan and Results	CCBS CL3.2	4.4.4 Dissemination of Climate Monitoring Plan and Results
4.4.5 Optional Gold Level: Climate Change Adaptation Measures	CCBS GL1.4	4.4.5 Optional Gold Level: Climate Change Adaptation Benefits
4.4.6 Optional Gold Level: Climate Change Adaptation Benefits	CCBS GL1.4	4.4.5 Optional Gold Level: Climate Change Adaptation Benefits
4.5.1 Community Impacts	CCBS CM1.1	4.5.1 Community Impacts
		4.5.2 Net Positive Community Well-being
4.5.2 Negative Community Impact Mitigation	CCBS CM2.2-CM2.3	No applicable section
4.5.4 Protection of High Conservation Values	CCBS CM1.2	4.5.3 Protection of High Conservation Values
4.5.5 Other Stakeholder Impacts	CCBS CM2.2-CM2.3	4.5.4 Other Stakeholder Impacts
4.5.6 Community Monitoring Plan	CCBS CM3.1, CM3.2, GL2.5	4.5.5 Community Monitoring Plan
4.5.7 Community Monitoring Plan Dissemination	CCBS CM3.3	4.5.6 Community Monitoring Plan Dissemination
4.5.8 Optional Gold Level: Short-term and Long-term Community Benefits	NA	No applicable section
4.5.9 Optional Gold Level: Smallholder/community member Risks	CCBS GL2.4	4.5.8 Optional Gold Level: Protections for Poorer and the more Vulnerable
4.5.10 Optional Gold Level: Marginalized and/or Vulnerable Community Groups	CCBS GL2.5	4.5.8 Optional Gold Level: Protections for Poorer and the more Vulnerable
4.5.11 Optional Gold Level: Net Impacts on Women	NA	No applicable section
4.5.12 Optional Gold Level: Benefit Sharing Mechanisms	CCBS GL2.3	4.5.7 Optional Gold Level: Barriers to Benefits
4.5.13 Optional Gold Level: Governance and Implementation Structures	NA	No applicable section
4.5.14 Optional Gold Level: Smallholders/Community Members Capacity Development	NA	No applicable section

4.6.1 Biodiversity Changes	CCBS B1.1	4.6.1 Biodiversity Changes
4.6.2 Mitigation Actions	NA	No applicable section
4.6.3 Net Positive Biodiversity Impacts	CCBS B2.3	4.6.7 Net Biodiversity Benefits
4.6.4 Species Used	CCBS B1.3	4.6.3 Invasive Species
		4.6.4 Impacts of Non-native Species
4.6.5 High Conservation Values Protected	CCBS B1.2	4.6.2 High Conservation Values Protected
4.6.6 GMO Exclusion	CCBS B1.5	4.6.5 GMO Exclusion
4.6.7 Inputs Justification	NA	No applicable section
4.6.8 Negative Offsite Biodiversity Impacts and Mitigation Actions	CCBS B2.2	4.6.6 Negative Offsite Biodiversity Impacts and Mitigation
4.6.9 Net Offsite Biodiversity Benefits	NA	No applicable section
4.6.10 Biodiversity Monitoring Plan	CCBS B3.1 & B3.2	4.6.8 Biodiversity Monitoring Results
4.6.11 Biodiversity Monitoring Plan Dissemination	CCBS B3.3	4.6.9 Biodiversity Monitoring Plan Dissemination
4.6.12 Optional Gold Level: Trigger Species Population Trends	CCBS GL3	No applicable section
4.6.13 Optional Gold Level: Effectiveness of Threat Reduction Actions	NA	No applicable section
4.7 Additional Project Implementation Information	NA	4.7 Additional Project Implementation Information
4.8 Additional Project Impact Information	NA	4.8 Additional Project Impact Information
5.1 Verification Summary	VCS Only	No applicable section
5.2 Verification Conclusion	VCS Only	5 Verification Conclusion
5.3 Ex-ante vs. Ex-post ERR Comparison	VCS Only	No applicable section
APPENDIX 1: COMMERCIALY SENSITIVE INFORMATION		
APPENDIX 2: PROJECT RISKS TABLE		