VCS JOINT VALIDATION & VERIFICATION REPORT TEMPLATE

This template is for the joint validation and verification of projects under the VCS Program.

Instructions for completing the Joint Validation and Verification Report:

TITLE PAGE: Complete all items in the boxes on this title page using Arial or Century Gothic 10.5 point, 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 or Century Gothic 24 point font for title and Arial or Century Gothic 12 point, black font for all other information.

REPORT BODY: Instructions for completing the joint validation and verification report template are given under the section headings in this template. All instructions must be followed, as set out in the *VCS Standard*. Instructions relate back to the rules and requirements set out in the *VCS Standard* and accompanying program documents. As such, this template must be completed while referencing the rules and requirements set out in such documents, and the validation/verification body (VVB) will need to refer to the VCS Program documents, and the methodology applied by the project, in order to complete the template. It is also expected that relevant guidance, such as that set out in the *Validation and Verification Manual*, 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 validation/verification body should provide under each section of the template.

Complete all sections using Arial or Franklin Gothic Book 10.5pt, black, regular (non-italic) font. Where a section is not applicable, same must be stated under the section (the section must not be deleted from the final document).

Delete all instructions, including this introductory text, from the final document.

PROJECT TITLE

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

Project Title	*Name of project*
Report Title	*Title of this report*
Version	*Version number of this report*
Report ID	*Identification number of this document*
Verification Period	*DD-Month-YYYY to DD-Month-YYYY*
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 report*
Work Carried Out By	*Individuals who conducted this joint validation and verification*

Summary:

Provide a brief summary of the following:

- *A description of the project*

- *A description of the validation and verification*

- *The purpose and scope of validation and verification*

- *The method and criteria used for validation and verification*

- *The number of findings raised during validation and verification*

- *Any uncertainties associated with the validation and verification*

- *Summary of the validation and verification conclusions*

CONTENTS

1 INTRODUCTION

1.1 Objective

Explain the purpose of the validation and verification.

1.2 Scope and Criteria

Describe the scope and criteria of the validation and verification.

1.3 Reasonableness of Assumptions and Level of Assurance

For the validation, indicate the reasonableness of assumptions, limitations, and methods that support a statement about the outcome of future activities. For the verification, indicate the level of assurance.

1.4 Summary Description of the Project

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

2 VALIDATION AND VERIFICATION PROCESS

2.1 Method and Criteria

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

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

2.2 Document Review

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

2.3 Interviews

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

2.4 Site Visits

Describe the method and objectives for site visit(s) performed. Include in the description details of all facilities and/or project areas visited, the physical and organizational aspects of the project assessed and the dates when such site visits took place.

2.5 Resolution of Findings

Describe the process for the resolution of findings (corrective actions, clarifications or other findings) raised by the VVB during the validation and verification.

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

2.5.1 Forward Action Requests

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

3 VALIDATION FINDINGS

3.1 Project Details

Identify, discuss and justify conclusions regarding the following:

- *Project type, technologies and measures implemented, and eligibility of the project*

- *Project design, including eligibility criteria for grouped projects*

- *Project proponent and other entities involved in the project*

- *Ownership*

- *Project start date*

- *Project crediting period*

- *Project scale and estimated GHG emission reductions or removals*

- *Project location*

- *Conditions prior to project initiation*

- *Project compliance with applicable laws, statutes and other regulatory frameworks*

- *Participation under other GHG programs:*

  - *Projects registered (or seeking registration) under other GHG program(s)*

  - *Rejection by other GHG programs*

- *Other forms of credit and supply chain (Scope 3) emissions:*

  - *Emissions trading programs and other binding limits*

  - *Other forms of environmental credit sought or received and eligible to be sought or received*

  - *Issuance of public statement(s) to help prevent Scope 3 emissions double claiming*

  - *Email notification of the potential risk of Scope 3 emissions double claiming*

- *Additional information relevant to the project, including:*

  - *Leakage management for AFOLU projects*

  - *Commercially sensitive information*

  - *Sustainable development contributions*

Provide an overall conclusion regarding whether the description in the project description is accurate, complete, and provides an understanding of the nature of the project, and whether the project has been implemented as described in the project description, . State whether the project is likely to achieve estimated GHG emission reduction or removals, explaining that actual results may vary since the estimates are based on assumptions that are subject to change.

3.2 Participation under Other GHG Programs

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

- *The name of the approved GHG program, and registration number and details of the project.*

- *A description of the steps taken to assess whether the project is eligible to participate under the VCS Program.*

- *A conclusion with respect to each of the relevant sections of the (additional/gap) project description provided by the project proponent.*

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

3.3 Safeguards

3.3.1 No Net Harm

Identify and discuss any potential negative environmental and socio-economic impacts identified by the project proponent. Discuss whether reasonable steps have been taken to mitigate such impacts.

3.3.2 Local Stakeholder Consultation

Summarize any stakeholder input received during the local stakeholder consultation. Assess whether the project proponent has taken due account of all and any input, and provide an overall conclusion regarding local stakeholder input.

Include the project proponent's response to all input, describe any resultant changes to the project design and provide an explanation of how the project proponent's responses are appropriate.

For AFOLU projects, identify, discuss and justify a conclusion regarding whether the project communicated information about the project design and implementation, risks, costs and benefits, relevant laws and regulations and the process of VCS Program validation.

3.3.3 Environmental Impact

Identify and discuss the implications of any environmental impact assessments conducted with respect to the project.

3.3.4 Public Comments

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

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

3.3.5 AFOLU-Specific Safeguards

For AFOLU projects, describe the steps taken to assess:

- *The local stakeholder identification process and the description of results.*

- *Risks to local stakeholders due to project implementation and how the project will mitigate such risks.*

- *Risks to local stakeholder resources due to project implementation and how the project will mitigate such risks, including plans to ensure the project will not impact local stakeholders' property rights without the free, prior and informed consent.*

- *Processes to ensure ongoing communication and consultation, including a grievance redress procedure to resolve any conflicts that may arise between the project proponent and local stakeholders.*

Identify, discuss and justify a conclusion regarding whether the project has been designed and, as appropriate, is implementing, plans and processes to ensure the project will not create any negative impacts on local stakeholders or mitigates such impacts where necessary.

For AFOLU projects that have claimed to have no impacts on local stakeholders, provide an assessment of the evidence provided and identify, discuss and justify a conclusion as to whether the project has no impacts on local stakeholders.

For non-AFOLU projects, this section is not required.

3.4 Application of Methodology

3.4.1 Title and Reference

Provide the title and reference of the applied methodology and any tools. Note that the methodology and tools, and the specific versions of them applied by the project, must be valid at the time of validation.

3.4.2 Applicability

For each of the applied methodology's applicability conditions, describe the steps taken to assess conformance of the project with the applicability condition. Provide a conclusion with respect to each applicability condition.

Similarly, where the applied methodology provides the project with a number of tools or modules to choose from, describe the steps taken to assess that the appropriate tool or module has been selected. Provide a conclusion with respect to each selected tool or module.

Provide an overall conclusion regarding the applicability of the methodology, and any tools or modules selected by the project proponent.

3.4.3 Project Boundary

Identify the project boundary and describe the steps taken to validate it. Include details of documentation assessed (e.g., commissioning reports) and observations made during the site inspection.

For each GHG source, sink and reservoir, describe the steps taken to assess that it has been selected correctly in accordance with the applied methodology. Describe the steps taken to assess whether any relevant sources, sinks and reservoirs have not been selected.

Provide an overall conclusion regarding whether the project boundary and selected sources, sinks and reservoirs are justified for the project.

3.4.4   Baseline Scenario

Identify the baseline scenario determined for the project and describe the steps taken to validate it, including (as applicable) whether:

- *Assumptions and data used in the identification of the baseline scenario are justified appropriately, supported by evidence and can be deemed reasonable.*

- *Documentary evidence used in determining the baseline scenario is relevant, and correctly quoted and interpreted in the project description.*

- *Relevant national and/or sectoral policies and circumstances have been considered and are listed in the project description.*

- *The procedures for identifying the baseline scenario have been correctly followed and the identified scenario reasonably represents what would have occurred in the absence of the project.*

Provide details (including sources of information) of any steps taken to cross-check data used in identification of the baseline scenario.

Provide an overall conclusion regarding whether the identified baseline scenario is justified.

3.4.5   Additionality

Identify the method used by the applied methodology to demonstrate additionality. Describe in detail the steps taken to validate that the procedure for additionality (set out in the methodology or referenced tool) has been followed correctly and precisely.

For project methods, include at minimum information with respect to how the following have been assessed (as applicable):

- *Adherence to regulatory surplus requirements.*

- *The appropriateness of data and parameters used in financial calculations and sensitivity analyses, including those taken from feasibility study reports.*

- *The suitability of the benchmark used for investment analysis.*

- *The credibility of each barrier identified in the barrier analysis.*

- *The appropriateness of the geographical region used in the common practice analysis.*

- *Information regarding similar projects identified in the common practice analysis, including essential distinctions between similar projects and the proposed project.*

- *The reasonableness of assumptions made in the demonstration of additionality.*

For standardized methods, include at minimum information with respect to how the following have been assessed (as applicable):

- *Adherence to regulatory surplus requirements.*

- *For performance methods, the appropriateness of the performance benchmark selected and the ability of the project to achieve the level of the benchmark.*

- *Adherence to all other criteria and procedures set out in the standardized method.*

Provide details (including sources of information) of steps taken to cross-check data used in the additionality demonstration. Provide an overall conclusion regarding whether additionality is justified for the project.

3.4.6 Quantification of GHG Emission Reductions and Removals

Identify the quantification methods that will be used for GHG emission reductions and removals generated by the project during the project crediting period. Describe the steps taken to validate the quantification methods, including all data and parameters used in the equations, and any references to any other data sources used. Include in the description, information with respect to how the following has been assessed:

- *Quantification of baseline emissions*

- *Quantification of project emissions*

- *Quantification of leakage*

- *Summary of net GHG emission reductions or removals*

- *Uncertainties associated with the calculation of emissions*

- *Documentation used as the basis for assumptions and sources of data*

Provide an assessment of the following with respect to the project description:

- *All relevant assumptions and data are listed in the project description, including their references and sources.*

- *All data and parameter values used in the project description are considered reasonable in the context of the project.*

- *All estimates of the baseline emissions can be replicated using the data and parameter values provided in the project description.*

Provide an overall concluding statement regarding whether the methodology and any referenced tools have been applied correctly to calculate baseline emissions, project emissions, leakage and net GHG emission reductions and removals during the project crediting period.

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3.4.7 Methodology Deviations

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

- *Whether the deviation meets with the criteria and specifications for permitted methodology deviations.*

- *Whether the deviation negatively impacts the conservativeness of the quantification of GHG emission reductions or removals (except where they result in increased accuracy).*

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

3.4.8 Monitoring Plan

Identify the parameters monitored and describe the steps taken to validate the suitability of the implemented monitoring system (i.e., process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).

Provide an overall conclusion regarding the adherence of the monitoring plan to the requirements of the applied methodology and any referenced tools.

3.5 Non-Permanence Risk Analysis

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

- *An assessment of all rationale, assumptions and justifications used to support the risk score.*

- *An assessment of any documentation and data provided to support the risk score.*

- *A conclusion regarding the appropriateness of the risk score.*

Provide a concluding statement regarding the determined value of the overall risk rating.

4 VERIFICATION FINDINGS

4.1 Accuracy of GHG Emission Reduction and Removal Calculations

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

- *The accuracy of GHG emission reductions and removals, including accuracy of spreadsheet formulae, conversions and aggregations, and consistent use of the data and parameters.*

- *The appropriateness of any default values used in the monitoring report.*

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

Provide an overall conclusion regarding whether GHG emission reductions and removals provided in the project's GHG statement have been quantified correctly in accordance with the monitoring plan and applied methodology for this verification period.

4.2 Quality of Evidence to Determine GHG Emission Reductions and Removals

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

- *The reliability of the evidence, and the source and nature of the evidence (external or internal, oral or documented) for the determination of GHG emission reductions or removals.*

- *The information flow from data generation and aggregation, to recording, calculation and final transposition into the monitoring report.*

- *Where the monitoring plan does not specify calibration frequency of monitoring equipment, the appropriateness of implemented calibration frequency.*

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

5 VALIDATION AND VERIFICATION OPINION

Clearly state that the GHG statement is the responsibility of the project proponent, whether the project conforms with the validation and verification criteria for projects and their GHG emission reductions or removals set out in VCS Version 4 and include any qualifications or modifications. Adverse, disclaimed, modified, or qualified opinions shall include a description of the reason(s) for the opinion, placed before the validation/verification body's conclusion.

For the validation conclusion, state the reasonableness of assumptions, limitations, and methods that support a claim about the outcome of future activities, whether the project is likely to achieve estimated GHG emission reduction or removals, explaining that actual results may vary since the estimates are based on assumptions that are subject to change.

For the verification conclusion, state the level of assurance on the quantity of GHG emission reductions or removals in tCO$_2$ equivalents achieved by the project during the verification period as provided in the project's GHG statement. Include a confirmation and a breakdown of GHG emission reductions or removals by calendar year within the validation or verification period, where relevant.

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

Validation or verification period must be broken down into calendar year vintages: From [day-month-year] to [day-month-year]

Validated or verified GHG emission reductions and removals in the above period:

For validation, use the following table:

Year	Estimated GHG emission reductions or removals (tCO$_2$e)
Year A (e.g., 2019)	
Year B	
Year C	
Year...	
Total estimated ERs	
Total number of crediting years	
Average annual ERs	

For non-AFOLU projects, use the following table:

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

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For AFOLU projects, 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 include the total number of buffer credits that need to be deposited into the AFOLU pooled buffer account.

For AFOLU projects, use the following table:

Year	Baseline emissions or removals (tCO₂e)	Project emissions or removals (tCO₂e)	Leakage emissions (tCO₂e)	Net GHG emission reductions or removals (tCO₂e)	Buffer pool allocation	VCUs eligible for issuance
Year A (*DD-Month-YYYY--DD-Month-YYYY*)						
Year...						
Total						

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

Year	Ex-ante emissions reductions/removals	Achieved emissions reductions/removals	Percent difference	Justification for the difference
Year A (*DD-Month-YYYY - DD-Month-YYYY*)				
Year...				
Total				

APPENDIX: <TITLE OF APPENDIX>

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