VCS MONITORING REPORT TEMPLATE

This template is for the monitoring of projects using the VCS Program.

Instructions for Completing the Monitoring Report:

TITLE PAGE: Complete all items in the box on the title page using Arial or Century Gothic 10.5 point, black, regular (non-italic) font. This box must appear on the title page of the final document. Monitoring reports may also feature the monitoring report title and preparers' name, logo and contact information more prominently on the title page, using the format below (Arial or Century Gothic 24 point and Arial or Century Gothic 12 point, black, regular font).

MONITORING REPORT: Instructions for completing the monitoring report template are under the section headings in this template. Adhere to all instructions, 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. The preparer will need to refer to these documents in order to complete the template.

Note: The instructions in this template are 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.

Unless applying a merited deviation, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write "not applicable"). Submit the project description as a non-editable PDF.

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

MONITORING REPORT TITLE

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

Project Title	*Name of project*
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 ID	*VCS project database ID, if registered*
Monitoring Period	*DD-Month-YYYY to DD-Month-YYYY*
Prepared By	*Individual or entity that prepared this document*
Contact	*Physical address, telephone, email, website*

CONTENTS

1 PROJECT DETAILS

1.1 Summary Description of the Implementation Status of the Project

Provide a summary 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 relevant implementation dates (e.g., dates of construction, commissioning, and continued operation periods).*
- *The total GHG emission reductions or removals generated in this monitoring period.*

1.2 Sectoral Scope and Project Type

Indicate the sectoral scope(s) applicable to the project, the AFOLU project category and activity type (if applicable) and whether the project is a grouped project.

1.3 Project Proponent

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

Organization name	
Contact person	
Title	
Address	
Telephone	
Email	

1.4 Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any other project participant(s). Copy and paste the table as needed.

Organization name	
Role in the Project	

Contact person	
Title	
Address	
Telephone	
Email	

1.5 Project Start Date

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

1.6 Project Crediting Period

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

1.7 Project Location

Indicate the project location and geographic boundaries (if applicable) including geodetic coordinates. For grouped and AFOLU projects, coordinates may be submitted separately as a KML file.

1.8 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.

1.9 Participation under Other GHG Programs

Where applicable, 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.

1.10 Other Forms of Credit

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.*

1.11 Sustainable Development

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

2 SAFEGUARDS

2.1 No Net Harm

Summarize any potential negative environmental and socio-economic impacts and the steps taken to mitigate them.

2.2 Local Stakeholder Consultation

Describe the process for, and the outcomes from, ongoing communication with local stakeholders conducted prior to verification. Include details on the following:

- *The procedures or methods used for engaging local stakeholders (e.g., dates of announcements or meetings, periods during which input was sought).*
- *The procedures or methods used for documenting the outcomes of the local stakeholder communication.*
- *The mechanism for on-going communication with local stakeholders.*
- *How due account of all and any input received during ongoing communication has been taken. Include details on any updates to the project design or justify why updates are not appropriate.*

For AFOLU projects, also demonstrate how the project has communicated the following with local stakeholders:

- *The results of project implementation, including the results of monitoring.*
- *Any changes, where relevant, to risks, costs and benefits the project may bring to local stakeholders.*
- *Any changes, where relevant, to relevant laws and regulations covering workers' right in the host country.*

- *The process of VCS Program verification and the validation/verification body's site visit.*

2.3 AFOLU-Specific Safeguards

For AFOLU projects, provide details on the following:

- *Activities implemented to mitigate risks local stakeholders due to project implementation.*
- *Any updates, where relevant, to the property and land use rights of the local stakeholders and a demonstration that the project has not negatively impacted such rights without first obtaining the free, prior and informed consent of the affected parties, and provided just and fair compensation if done so.*
- *The processes used to communicate and consult with local stakeholders during the monitoring period, including any information about any conflicts that arose between the project proponent and local stakeholders and whether any such conflicts were resolved via the established grievance redress procedure.*

For AFOLU projects with no impacts on local stakeholders, provide evidence of such.

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

3 IMPLEMENTATION STATUS

3.1 Implementation Status of the Project Activity

Describe the implementation status of the project activity(s), include information on the following:

- *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.*
- *For AFOLU projects, where no new project activities that lead to the intended GHG benefit commenced during the monitoring period, discuss whether project activities that commenced prior to the monitoring period continued to be implemented during the monitoring period.*
- *Where applicable, describe how leakage and non-permanence risk factors are being monitored and managed for AFOLU projects.*
- *Any other changes (e.g., to project proponent or other entities).*

3.2 Deviations

2.3.1 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 relate only to the criteria and procedures for monitoring or measurement, and do not relate to any other part of the methodology.*

2.3.2 Project Description Deviations

Describe any project description deviations applied during this monitoring period 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.

3.3 Grouped Projects

For a grouped project, provide relevant information about new instances of the project activity(s) and demonstrate and justify how each new instance of the project activity(s) meets the eligibility criteria set out in the project description. Address each eligibility criteria separately.

4 DATA AND PARAMETERS

4.1 Data and Parameters Available at Validation

Complete the table below for all data and parameters that are determined or 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 3.2 (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 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*

4.2 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 (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*

4.3 Monitoring Plan

Describe the process and schedule followed for monitoring the data and parameters, set out in Section 3.2 (Data and Parameters Monitored) above, during this monitoring period, include 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.

5 QUANTIFICATION OF GHG EMISSION REDUCTIONS AND REMOVALS

5.1 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.

5.2 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.

5.3 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.

5.4 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.

For non-AFOLU projects, use the following table:

Year	Baseline emissions or removals (tCO_2e)	Project emissions or removals (tCO_2e)	Leakage emissions (tCO_2e)	Net GHG emission reductions or removals (tCO_2e)
Year A				
Year…				
Total				

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 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.

For AFOLU projects, use the following table:

Year	Baseline emissions or removals (tCO_2e)	Project emissions or removals (tCO_2e)	Leakage emissions (tCO_2e)	Net GHG emission reductions or removals (tCO_2e)	Buffer pool allocation	VCUs eligible for issuance
Year A						
Year…						
Total						

APPENDIX X: <TITLE OF APPENDIX>

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