VCS PROJECT DESCRIPTION TEMPLATE

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

Instructions for Completing the Project Description

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. Project descriptions may also feature the project 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).

PROJECT DESCRIPTION: Instructions for completing the project description 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 VCS 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.

PROJECT TITLE

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

Project Title	*Name of project*
Version	*Version number of this document*
Date of Issue	*DD-Month-YYYY this version of the document issued*
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 Project

Provide a summary description of the project to enable an understanding of the nature of the project and its implementation, including the following (no more than one page):

- *A summary description of the* technologies/measures *to be implemented by the project.*
- *The location of the project.*
- *An explanation of how the project is expected to generate GHG emission reductions or removals.*
- *A brief description of the scenario existing prior to the implementation of the project.*
- *An estimate of annual average and total GHG emission reductions and removals.*

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 Eligibility

Describe and justify how the project is eligible under the scope of the VCS Program.

1.4 Project Design

Indicate whether the project has been designed to include a single installation of an activity, multiple project activity instances, or as a grouped project.

Eligibility Criteria

For grouped projects, provide additional information relevant to the design of the grouped project (e.g., the eligibility criteria for the inclusion of new project activity instances).

1.5 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	

1.6 Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any other entities involved in the development of the project. Copy and paste the table as needed.

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

1.7 Ownership

Provide evidence of project ownership, in accordance with the VCS Program specifications on project ownership.

1.8 Project Start Date

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

1.9 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.

1.10 Project Scale and Estimated GHG Emission Reductions or Removals

Indicate the scale of the project (project or large project) and the estimated annual GHG emission reductions or removals for the project crediting period.

Project Scale	
Project	
Large project	

Year	Estimated GHG emission reductions or removals (tCO_2e)
Year A (e.g., 2019)	
Year B	
Year C	
Year…	
Total estimated ERs	
Total number of crediting years	
Average annual ERs	

1.11 Description of the Project Activity

Describe the project activity or activities (including the technologies or measures employed) and how it/they will achieve net GHG emission reductions or removals.

For non-AFOLU projects:

- *Include a list and the arrangement of the main manufacturing/production technologies, systems and equipment involved. Include in the description information about the age and average lifetime of the equipment based on manufacturer's specifications and industry standards, and existing and forecast installed capacities, load factors and efficiencies.*
- *Include the types and levels of services (normally in terms of mass or energy flows) provided by the systems and equipment that are being modified and/or installed and their relation, if any, to other manufacturing/production equipment and systems outside the project boundary. Clearly explain how the same types and levels of services provided by the project would have been provided in the baseline scenario.*
- *Where appropriate, provide a list of facilities, systems and equipment in operation under the existing scenario prior to the implementation of the project.*

For AFOLU projects:

- *For all measures listed, include information on any conservation, management or planting activities, including a description of how the various organizations, communities and other entities are involved.*
- *In the description of the project activity, state if the project is located within a jurisdiction covered by a jurisdictional REDD+ program.*

1.12 Project Location

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

1.13 Conditions Prior to Project Initiation

Describe the conditions existing prior to project initiation and demonstrate that the project has not been implemented to generate GHG emissions for the purpose of their subsequent reduction, removal or destruction.

Where the baseline scenario is the same as the conditions existing prior to the project initiation, there is no need to repeat the description of the scenarios (rather, just state that this is the case and refer the reader to Section 3.4 (Baseline Scenario).

For AFOLU projects, include the present and prior environmental conditions of the project area, including as appropriate information on the climate, hydrology, topography, relevant historic conditions, soils, vegetation and ecosystems.

1.14 Compliance with Laws, Statutes and Other Regulatory Frameworks

Identify and demonstrate compliance of the project with all and any relevant local, regional and national laws, statutes and regulatory frameworks.

1.15 Participation under Other GHG Programs

1.15.1 Projects Registered (or seeking registration) under Other GHG Program(s)

Indicate whether the project has been registered, or is seeking registration under any other GHG programs. Where the project has been registered under any other GHG program, provide the registration number and details.

1.15.2 Projects Rejected by Other GHG Programs

Indicate whether the project has been rejected by any other GHG programs. Where the project has been rejected, provide the relevant information, including the reason(s) for the rejection and justification of eligibility under the VCS Program.

1.16 Other Forms of Credit

1.16.1 Emissions Trading Programs and Other Binding Limits

Indicate whether the project reduces GHG emissions from activities that are included in an emissions trading program or any other mechanism that includes GHG allowance trading, and include details about any such programs or mechanisms. Where applicable, demonstrate that GHG emission reductions and removals generated by the project will not be used for compliance under such programs or mechanisms. Examples of appropriate evidence are provided in the VCS Standard*.*

1.16.2 Other Forms of Environmental Credit

Indicate whether the project has sought or received another form of GHG-related environmental credit, including renewable energy certificates. Include all relevant information about the GHG-related environmental credit and the related program.

List all other programs under which the project is eligible to participate (to create another form of GHG-related environmental credit).

1.17 Additional Information Relevant to the Project

Leakage Management

Where applicable, describe the leakage management plan and implementation of leakage and risk mitigation measures.

Commercially Sensitive Information

Indicate whether any commercially sensitive information has been excluded from the public version of the project description 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.

Sustainable Development

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

Further Information

Include any additional relevant legislative, technical, economic, sectoral, social, environmental, geographic, site-specific and/or temporal information that may have a bearing on the eligibility of the project, the net GHG emission reductions or removals, or the quantification of the project's net GHG emission reductions or removals.

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, the local stakeholder consultation conducted prior to validation. 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 consultation.*
- *The mechanism for on-going communication with local stakeholders.*
- *How due account of all and any input received during the consultation 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 or will communicate the following:

- *The project design and implementation, including the results of monitoring.*
- *The risks, costs and benefits the project may bring to local stakeholders.*
- *All relevant laws and regulations covering workers' rights in the host country.*
- *The process of VCS Program validation and verification and the validation/verification body's site visit.*

2.3 Environmental Impact

Summarize any environmental impact assessments carried out with respect to the project, where applicable.

2.4 Public Comments

Demonstrate how due account of all and any comments received during the public comment period has been taken. Include details on any updates to the project design or demonstrate the insignificance or irrelevance of comments.

2.5 AFOLU-Specific Safeguards

For AFOLU projects, provide details on the following:

- *Local stakeholder identification process and a 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 the plans to ensure the project will not impact local stakeholder's property rights without the free, prior and informed consent.*
- *Processes to ensure ongoing communication and consultation with local stakeholders, including a grievance redress procedure to resolve any conflicts which may arise between the project proponent and local stakeholders.*

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

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

3 APPLICATION OF METHODOLOGY

3.1 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.

3.2 Applicability of Methodology

Demonstrate and justify how the project activity(s) meets each of the applicability conditions of the methodology(s), and tools (where applicable) applied by the project. Address each applicability condition separately.

3.3 Project Boundary

Define the project boundary and identify the relevant GHG sources, sinks and reservoirs for the project and baseline scenarios (including leakage if applicable).

Source		Gas	Included?	Justification/Explanation
Baseline	Source 1	CO_2		

Source		Gas	Included?	Justification/Explanation
		CH_4		
		N_2O		
		Other		
	Source 2	CO_2		
		CH_4		
		N_2O		
		Other		
Project	Source 1	CO_2		
		CH_4		
		N_2O		
		Other		
	Source 2	CO_2		
		CH_4		
		N_2O		
		Other		

In addition to the table, provide a diagram or map of the project boundary, showing clearly the physical locations of the various installations or management activities taking place as part of the project activity based on the description provided in Section 1.11 (Description of the Project Activity) above.

For non-AFOLU projects, include in the diagram the equipment, systems and flows of mass and energy. Include the GHG emission sources identified in the project boundary.

For AFOLU projects, include in the diagram or map the locations of where the various measures are taking place, any reference areas and leakage belts.

3.4 Baseline Scenario

Identify and justify the baseline scenario, in accordance with the procedure set out in the applied methodology and any relevant tools. Where the procedure in the applied methodology involves several steps, describe how each step is applied and clearly document the outcome of each step.

Explain and justify key assumptions, rationale and methodological choices. Provide all relevant references.

3.5 Additionality

Demonstrate and assess the additionality of the project, in accordance with the applied methodology and any relevant tools, taking into account of the following:

- *Where a project method is applied to demonstrate additionality and the procedure in the applied methodology or tool involves several steps, describe how each step is applied and clearly document the outcome of each step. Indicate clearly the method selected to demonstrate additionality (e.g., investment analysis or barrier analysis in the case of the CDM Tool for the demonstration and assessment of additionality). Where barrier analysis, or equivalent, is used to demonstrate additionality, only include the most relevant barriers. Justify the credibility of the barriers with key facts and/or assumptions and the rationale. Provide all relevant references.*
- *Where a performance method is applied to demonstrate additionality, demonstrate that performance can be achieved to a level at least equivalent to the performance benchmark metric.*
- *Where the methodology applies an activity method for the demonstration of additionality, use this section to demonstrate regulatory surplus (only) and include a statement that notes that conformance with the positive list is demonstrated in the Applicability of Methodology section above.*

Provide sufficient information (including all relevant data and parameters, with sources) so that a reader can reproduce the additionality analysis and obtain the same results.

3.6 Methodology Deviations

Describe and justify any methodology deviations. Include evidence to demonstrate the following:

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

4 QUANTIFICATION OF GHG EMISSION REDUCTIONS AND REMOVALS

4.1 Baseline Emissions

Describe the procedure for quantification of baseline emissions and/or removals in accordance with the applied methodology. Include all relevant equations, and explain and

justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).

4.2 Project Emissions

Describe the procedure for quantification of project emissions and/or removals in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).

4.3 Leakage

Describe the procedure for quantification of leakage emissions in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).

4.4 Net GHG Emission Reductions and Removals

Describe the procedure for quantification of net GHG emission reductions and removals. Include all relevant equations. For AFOLU projects, include equations for the quantification of net change in carbon stocks.

Provide the ex-ante calculation (estimate) of baseline emissions/removals, project emissions/removals, leakage emissions and net GHG emission reductions and removals in the table below.

For data and parameters monitored, use estimates. Document how each equation is applied, in a manner that enables the reader to reproduce the calculation. Provide example calculations for all key equations, to allow the reader to reproduce the calculation of estimated net GHG emission reductions or removals.

Year	Estimated baseline emissions or removals (tCO_2e)	Estimated project emissions or removals (tCO_2e)	Estimated leakage emissions (tCO_2e)	Estimated net GHG emission reductions or removals (tCO_2e)
Year A				
Year B				
Year C				
Year...				
Total				

5 MONITORING

5.1 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/parameter). Data and parameters monitored during the operation of the project are included in Section 5.2 (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*

5.2 Data and Parameters Monitored

Complete the table below for all data and parameters that will be monitored during the project crediting period (copy the table as necessary for each data/parameter). Data and parameters determined or available at validation are included in Section 5.1 (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 applied	*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 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*

5.3 Monitoring Plan

Describe the process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters set out in Section 5.2 (Data and Parameters Monitored) above. Include details on the following:

- *The methods for measuring, recording, storing, aggregating, collating and reporting data and parameters. Where relevant, include the procedures for calibrating monitoring equipment.*
- *The organizational structure, responsibilities and competencies of the personnel that will be carrying out monitoring activities.*
- *The policies for oversight and accountability of monitoring activities.*

- *The procedures for internal auditing and QA/QC.*
- *The procedures for handling non-conformances with the validated monitoring plan.*
- *Any sampling approaches used, including target precision levels, sample sizes, sample site locations, stratification, frequency of measurement and QA/QC procedures.*

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

APPENDIX

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