*MONITORING REPORT TEMPLATE*[[1]](#footnote-1)

**MONITORING REPORT TITLE**

Document prepared by Entity/Individual

Date of issue (*Version number dd/mm/yyyy*)

| **Monitoring Report Template**  **(Version 1.1)[[2]](#footnote-2)** | |
| --- | --- |
| **Name of project** | *It shall identically match the name of the project that is registered in the BCR registration platform* |
| **BCR Project ID** | *It shall match the unique registration number of the project* |
| **Registration date of the project activity** | *Date of the project registration in BioCarbon* |
| **Project holder** | *Individual or entity* |
| **Contact** | *Physical address, telephone, email, website* |
| **Version number of the Project Document applicable to this monitoring report** | *Version number*  *(dd/mm/yyyy)* |
| **Applied methodology** | *Indicate the title and version of the methodology used by the project holder* |
| **Project location (Country, Region, City)** | *Indicate the country in which the project is located.*  *Indicate the city(s) in which the project sites are located* |
| **Project starting date** | *Indicate the start date of the project activities*  *(DD/MM/YYYY)* |
| **Quantification period of GHG reductions/removals** | *Indicate the programmed period of quantification of the reduction of GHG emissions*  *(MM/DD/YYYY to MM/DD/YYYY)* |
| **Monitoring period number** | *Number or monitoring period* |
| **Monitoring period** | *Indicate the monitoring period*  (dd/mm/yyyy to dd/mm/yyyy) |
| **Amount of emission reductions or removals achieved by the project in this monitoring period** | *Total of GHG reduction or removals in this monitoring period* |
| **Contribution to Sustainable Development Goals** | *List the sustainable development objectives with which the project complies (demonstrated)* |
| **Special category, related to co-benefits** | *Indicate the special category to which the project applies, demonstrating results* |

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# General description of project

*Provide a brief summary of the project, in terms of the purpose of the project and the measures taken for GHG emission reductions or GHG removals.*

## 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.*

## Project start date

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

## Project quantification period

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

## Project location and project boundaries

*Provide details of the physical/geographical location of the project, including physical address (country, region/state/province, city/town/community, street name and number) and a map, and if necessary, other information allowing for unique identification of the project location (e.g. geographic coordinates).*

*For grouped and AFOLU projects, coordinates may be submitted separately as a KML file.*

*For AFOLU projects, provide the geographical information of other projects around the geographical area of the project. Provide evidence that the project areas do not represent overlaps with other projects in the project boundaries.*

## Summary Description of the Implementation Status of the Project

*Provide a summary description of the project activities and the implementation status of the project, including the implementation of the project activities with the relevant implementation dates. In addition, signal the total GHG emission reductions or removals achieved in this monitoring period.*

# Title, reference and version of the baseline and monitoring methodology applied to the project

*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.*

# Registry or participation under other GHG Programs/Registries

*Indicate if the project was registered under any other GHG Program or registry and, provide details of the deregistration in those programs/registries. Explain the details because the project was deregistered and include the evidence of the cancelation in the program or registry. Where applicable, indicate the registration number and details.*

# Contribution to Sustainable Development Goals (SGD)

*Provide a brief description that includes a summary of project activities implemented during the monitoring period, that contributes with SGD.*

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

*Describe the monitoring procedure related to the activities that contribute to SDG according BCR Standard requirements and, SDG tool guidelines available in the following link* [*https://biocarbonstandard.com/en/sdg/*](https://biocarbonstandard.com/en/sdg/)*.*

# Compliance with Applicable Legislation

*Provide evidence of the compliance with applicable legislation related to the activities carried out by the GHG mitigation activities.*

*Describe the documented procedure, and the Documentary Management System. This procedure identifies relevant legislation and regulations access them on an ongoing basis, demonstrating that it has a process for periodically compliance.*

# Climate change adaptation

*Indicate and provide evidence that the project comprises actions to reduce or mitigate impacts derived from climate change and climate variability. In this sense, demonstrate that project holders carry out actions related to climate change adaptation, demonstrating that these are derived from the GHG Project activities.*

# Carbon ownership and rights

*Describe the actual state of the carbon ownership and rights. Provide evidence of the carbon rights monitoring, including the follow-up to the agreements and documents that ensure the carbon rights requirement is met, during this monitoring period.*

*If there are new agreements, In the event that the project includes ethnic groups as participants, the project holder shall present proof that the person signing the documents, within the scope of the project, is the person with the authority in charge to do so.*

*If the project holder is the ethnic community, the documentation shall be submitted by the authority that legitimately represents the community.*

*In some cases, carbon rights are together with other ones, such as land tenure rights, i.e., in the AFOLU sector Projects. The requirement shall be accomplished and this shall be described in detail.*

# Environmental Aspects

*Provide evidence and demonstrate that the project activities do not cause any net-harm to the environment, during the monitoring period. To support this, apply the BCR Tool. No Net Harm Environmental and Social Safeguards (NNH)*[[3]](#footnote-3).

# Socioeconomic Aspects

*Provide evidence and demonstrate that the project activities do not cause any net-harm to the local communities and society in general. To support this, apply the BCR Tool. No Net Harm Environmental and Social Safeguards (NNH)*.

# Stakeholders’ Consultation

*Describe the process for, and the outcomes from, ongoing communication with stakeholders, carried out before verification. Include details on the procedures or methods used for engaging local stakeholders, documenting the outcomes of the stakeholder comments, and the mechanism for on-going communication with local stakeholders; among others aspects.*

# REDD+ Safeguards

*For REDD+ projects, the safeguards are measures aimed at preventing the harm of fundamental social, economic, or environmental rights and the occurrence of negative impacts from the design and implementation of REDD+ activities. It also includes measures to improve the obtainment and distribution of benefits generated by REDD+ activities.*

*For REDD+ projects, these safeguards shall be assessed and monitored under the REDD+ Safeguards Tool*[[4]](#footnote-4).

*For non-REDD+ projects, this section is not required.*

# Special categories, related to co-benefits

*The project that has included the definition and measurement of co-benefits, shall demonstrate that their projects provide additional benefits for the society or environment if they have confirmed a model of criteria and indicators to verify the measurement and outcome. Co-benefits are divided into three additional benefits: biodiversity conservation, community benefits and gender equity.*

*The GHG Project Holder should applied the proposed model of criteria and indicators that would monitor each of the conditions and demonstrate compliance with them. In this section of the monitoring report, include the measurement and tracking of co-benefits*.

# Grouped Projects

*Provide descriptions including the grouped projects comply with the requirements and conditions for grouped projects provided in the Standard. For that, provide relevant information about new areas/instances of the project and demonstrate and justify how each new area/instance meets the eligibility criteria set out in the project description. Address each eligibility criteria separately.*

# Implementation of the project

## Implementation status of the project

*Include a description of the implementation and operational status of the project as of this monitoring period in accordance with the latest version of the BCR Validation and Verification Manual[[5]](#footnote-5). Include information on the following:*

1. *The starting date of operation of the project and, the operation of the project activities during this monitoring period. The description shall include any information on events that may impact the GHG emission reductions or removals and monitoring;*
2. *For project activities that consist of more than one site, the report shall clearly describe the status of implementation and starting date of operation for each site;*
3. *The information regarding the actual operation of the project during this monitoring period, including information on special events, for example overhaul times, downtimes of equipment, exchange of equipment, etc.;*
4. *A brief description of: (i) events or situations that occurred during the monitoring period, which may impact the applicability of the methodology, and (ii) how the issues resulting from these events or situations are being addressed.*

*For AFOLU projects, also provide a description of the following:*

1. *Describe how leakage and non-permanence risk factors are being monitored and managed;*
2. *Where applicable, provide descriptions about the uncertainty management, applying the criteria and guidelines to comply with the uncertainty management associated with models to estimate emission reductions / removals in GHG Projects;*
3. *Any other changes (e.g., to project proponent or other entities).*

## Revision of monitoring plan

*Indicate whether the monitoring plan has been revised. Include the date of approval, if revised.*

## Request for deviation applied to this monitoring period

*Indicate any project deviations applied to this monitoring period. Explain and justify the reason for the described deviation. Provide descriptions were the deviation effects the applicability of the methodology, additionality or the suitability of the baseline scenario and provide the results of these effects.*

*Describe and report on any project description deviations applied in previous monitoring reports. Include the reference number if any deviation applied.*

## Notification or request of approval of changes

*Indicate any notification or request of approval of changes from the project, as described in the registered Project Document. Include the date of approval, if applicable.*

# Monitoring system

## Description of the monitoring plan

*Provide a description of the monitoring plan applied to the project. Include data collection and procedures including:*

*(a) data and information to estimate GHG reductions or removals during the quantification period;*

*(b) data and supplementary information for determining the baseline or reference scenario;*

*(c) specification of all potential emissions that occur outside the project boundaries, attributable to the activities of the GHG Project (leakage);*

*(d) information related to the assessment of environmental effects of the project activities;*

*(e) procedures established for the management of GHG reductions or removals and related quality control for monitoring activities;*

*(f) description of the methods defined for the periodic calculation of GHG reductions or removals and leakage;*

*(g) the assignment of roles and responsibilities for monitoring and reporting the variables relevant to the calculation of reductions or removals;*

*Provide information flow including data generation, aggregation, recording, calculation and reporting), organizational structure, roles and responsibilities of personnel, and emergency procedures for the monitoring plan. This shall include line diagrams showing all relevant monitoring points.*

*Provide evidence and demonstrate that the verified carbon credits are quantified, monitored, reported, and verified, through application of the BCR Tool “Monitoring, reporting and verification (MRV)”.*

## Data and parameters to quantify the reduction of emissions

*Provide parameters used to calculate baseline, project, and leakage emissions/removals as well as other relevant parameters required by the approved methodology and the monitoring plan; and specific information on how data and parameters have been monitored during the monitoring period.*

*Complete the table below, and provide for each parameter the following information:*

*1. Value of monitored parameter in the period for the purpose of calculating emission reductions/removals. To report multiple values, a table may be used and included in this monitoring report or include references to spreadsheet. For default value (such as an IPCC value), where it is ex-post confirmed, the most recent value shall be applied.*

*2. Description of the equipment used to monitor each parameter, including details on accuracy class, and calibration information (frequency, date of calibration and validity), if applicable as per monitoring plan.*

*3. Measuring and recording method: how the parameters are measured/calculated, specifying the measurement and recording frequency.*

*4. Source of data: logbooks, daily records, surveys, etc.*

*5. Where relevant, the calculation method of the parameter.*

*6. The QA/QC procedures applied (if applicable per monitoring plan).*

*7. Include information about appropriate emission factors, IPCC default values and any other reference values that have been used in the calculation of emission reductions.*

### Data and parameters determined at registration and not monitored during the monitoring period, including default values and factors

*Complete the table for data and parameters that are determined or available at validation and remain fixed throughout the project quantification period. Copy this table for each data and parameter.*

|  |  |
| --- | --- |
| *Data / Parameter* |  |
| *Data unit* |  |
| *Description* |  |
| *Source of data used* |  |
| *Value (s)* |  |
| *Indicate what the data are used for (Baseline/ Project/ Leakage emission calculations)* |  |
| *Justification of choice of data or description of measurement methods and procedures applied* |  |
| *Additional comments* |  |

### Data and parameters monitored

Complete the table for all data and parameters monitored during the project quantification period. Copy this table for each data and parameter.

|  |  |
| --- | --- |
| *Data / Parameter* |  |
| *Data unit* |  |
| *Description* |  |
| *Measured /Calculated /Default:* |  |
| *Source of data* |  |
| *Value(s) of monitored parameter* |  |
| *Indicate what the data are used for (Baseline/ Project/ Leakage emission calculations)* |  |
| *Monitoring equipment (type, accuracy class, serial number, calibration frequency, date of last calibration, validity)* |  |
| *Measuring/ Reading/ Recording frequency* |  |
| *Calculation method (if applicable)* |  |
| *QA/QC procedures applied* |  |

# Quantification of GHG emission reduction / removals

## Baseline emissions

*Provide all formulae used to quantifying the baseline emissions/removals, including description to calculate the baseline emissions applying actual values. A table shall be used and included in this monitoring report. Attach electronic spreadsheets as a separate file.*

## Project emissions/removals

*Provide all formulae used to quantifying the project emissions/removals. Include a description to calculate the project emissions/removals, providing sufficient information that permits to reproduce the calculation. A table shall be used and included in this monitoring report. Attach electronic spreadsheets as a separate file.*

## Leakages

*Provide all formulae used to quantifying the leakage, applying actual values. Include a description to calculate the leakage, providing sufficient information that permits to reproduce the calculation. A table shall be used or include a reference to the spreadsheet to report multiple values.*

## Net GHG Emission Reductions / Removals

*Present the net GHG emission reduction/removals, including the total baseline emissions, the project emissions reductions/removals, the total leakage, and the total emissions reductions/removals. Specify the GHG emission reductions/removals by calendar year.*

*Quantify the net GHG emission reductions and removals, summarizing the key results using the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Year* | ***Baseline emissions / removals (tCO2e)*** | ***Project emissions / removals (tCO2e)*** | ***Leakage emissions (tCO2e)*** | ***Net GHG emission reductions / removals (tCO2e)*** |
| *Year A (DD-MM-YYYY-- DD-MM-YYYY)* |  |  |  |  |
| *Year…* |  |  |  |  |
| *Total* |  |  |  |  |

## Comparison of actual emission reductions with estimates in the project document

*State the estimated ex-ante GHG emission reduction/removals and include a comparison of actual values of the emission reductions/removals achieved during the monitoring period with the estimations in the registered Project Document. Report the percentage difference and justify the difference.*

## Remarks on difference from estimated value in the registered project document

*Please provide an explanation of the cause of any increase in the actual emission reductions/removals achieved during the current monitoring period, including all information (i.e., data and/or parameters) that is different from that stated in the registered project document.*

1. This form is for the monitoring report of projects using the BCR Program. [↑](#footnote-ref-1)
2. The instructions in this form are a guide. Do not represent an exhaustive list of the information the preparer shall provide under each section of the template. [↑](#footnote-ref-2)
3. Available in https://biocarbonstandard.com/en/no-net-harm/ [↑](#footnote-ref-3)
4. https://biocarbonstandard.com/en/safeguards-redd/ [↑](#footnote-ref-4)
5. https://biocarbonstandard.com/procedures/BCR\_Validation-and-Verification-Manual.pdf [↑](#footnote-ref-5)