**PROJECT NAME**

Document prepared by (*Individual or entity that prepared this document*)

|  |  |
| --- | --- |
| **Name of the project** | *This name shall be identical in all documentation and may not be changed after project registration.* |
| **Project holder** | *Individual or entity owning the project* |
| **Project holder’s contact information** | *E-mail address, telephone, cell phone and physical address* |
| **Project participants** | *Individuals or entities participating in the project* |
| **Version** | *Document version number* |
| **Date** | *DD/MM/YYYYY of preparation of this version of the document* |
| **Project type** | *Indicate the type of project* |
| **Grouped project** | *Indicate whether the project corresponds to a grouped project or not.* |
| **Applied Methodology** | *Indicate the title of the methodology used, including version* |
| **Project location (City, Region, Country)** | *Indicate the country in which the project is located*  *Indicate the city(s) in which the project sites are located* |
| **Starting date** | Indicate the start date of the project's activities  (DD/MM/YYYYYY) |
| **Quantification period of GHG emissions reduction** | Indicate the quantification period of GHG emission reductions/removals  (DD/MM/YYYYYY to DD/MM/YYYYYY) |
| **Estimated total and average annual GHG emission reduction/removals amount** | Indicate the total amount of GHG emissions reductions (during the quantification period).  Indicate the estimated average annual amount of GHG emission reductions/removals. |
| **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.* |

|  |
| --- |
| General template instructions: |
| * *This template is for the project document under BCR Standard.* |
| * *Complete the information each tittle according to the Instructions relate back to the rules and requirements set out in the BCR Standard (paragraphs in font: Constantia, 11 pt., Italic, gray or “Template” style) using Constantia,12 pt., black or “Normal” style.* |
| * *Do not modify any features of the template, including styles.* |
| * *Submit the document as a non-editable PDF, deleting this table beforehand.* |

*Note: The instructions, in this template, just serve as a guide and, do not automatically represent a complete list of the information that the project holder shall provide under each section of the template*.

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# Project type and eligibility

## Scope in the BCR Standard

*The project is eligible under the scope of the BCR Standard by meeting one or more of the following conditions (Mark with an X).*

|  |  |
| --- | --- |
| The scope of the BCR Standard is limited to: | |
| The following greenhouse gases, included in the Kyoto Protocol: Carbon Dioxide (CO2), Methane (CH4) and Nitrous Oxide (N2O). |  |
| GHG projects using a methodology developed or approved by BioCarbon, applicable to GHG removal activities and REDD+ activities (AFOLU Sector). |  |
| Quantifiable GHG emission reductions and/or removals generated through implementation of GHG removal activities and/or REDD+ activities (AFOLU Sector). |  |
| GHG projects using a methodology developed or approved by BioCarbon, applicable to activities in the energy, transportation and waste sectors. |  |
| Quantifiable GHG emission reductions generated through implementation of activities in the energy, transportation and waste sectors. |  |

*Similarly, clearly describe and justify how the project is eligible under the scope of the BCR Standard.*

## Project type

*Select the type of project under which the project activities are developed (Mark with an X).*

|  |  |
| --- | --- |
| Activities in the AFOLU sector, other than REDD+ |  |
| REDD+ Activities |  |
| Activities in the energy sector |  |
| Activities in the transportation sector |  |
| Activities related to Handling and disposing of waste |  |

## Project scale

*Not applicable for REDD+ projects, or GHG projects in the AFOLU sector, if this is the case fill in "N/A".*

*If the above is not the case, indicate whether the project is large-scale or small-scale, as defined by the Clean Development Mechanism.*

# General description of the project

*Describe the project objectives and activities, including any activities that will result in GHG emission reductions/removals. Include the following in the description:*

1. *A brief description of the existing scenario prior to the implementation of the project activities.*
2. *Details of how the project activities will result in GHG emission reductions/removals.*
3. *The special category(ies) to which the project is proposed to apply, with a brief description of the criteria by which the project demonstrates compliance.*
4. *A brief summary of how the project activities will contribute to the achievement of the Sustainable Development Goals.*
5. *An average estimate of emission reductions/removals attributable to the project activities.*

## GHG project name

*The GHG Project name shall be consistent throughout the documentation and may not be changed after project registration.*

## Objectives

*Describe in detail the objectives of the GHG Project. It is important to note that the project objectives should be consistent with the proposed activities and expected GHG mitigation results.*

## Project activities

*Describe the project activities, including the technologies or measures used. Describe in detail how the project activities will result in GHG emission reductions/removals.*

## Project location

*Indicate the country and region where the project is located, giving as much detail as possible.*

## Additional information about the GHG Project

*Submit additional information about the project. You can include any information about the project activities that you consider relevant.*

# Quantification of GHG emissions reduction

## Quantification methodology

*Provide the title, reference and version of the methodology or methodologies used to quantify emission reductions/removals from project activities.*

### Applicability conditions of the methodology

*Explain and justify how the project meets the applicability conditions of the methodology used to quantify the project's emission reductions/removals.*

*If the project holder uses more than one methodology, separate information must be provided for each methodology used.*

### Methodology deviations (if applicable)

*Explain whether any deviation from the selected methodology has been approved by the Technical Committee of BioCarbon. Describe the deviation applied, and the conformance with the deviation approval (if applicable).*

## Project boundaries, sources and GHGs

*Present descriptions and explanations of the project delimitation.*

### Spatial limits of the project

*Present information showing the spatial (geographical) boundaries of the project.*

*For projects in sectors other than AFOLU, you may include diagrams or lists of the location of project facilities.*

*For projects in the AFOLU sector, provide complete information on the sites within the project boundaries including the coordinates and area of each site.*

*In the case of REDD+ projects, additionally present the areas in the reference region for baseline estimation, as well as the leakage area.*

### Carbon reservoirs and GHG sources

*Identify GHG sources and reservoirs relevant to the project. Consider the pools and sources included in the methodology(ies) applied in the project scope.*

|  |  |  |  |
| --- | --- | --- | --- |
| Source or reservoir | GHG | Included  (Yes/No/Optional) | Justification |
| Source or reservoir 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Source or reservoir 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Source or reservoir n | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |

### Time limits and analysis periods

Project timeframes correspond to the periods during which GHG emission reductions/removals are quantified. The quantification periods are defined in section 10.5 of the BCR Standard.

#### Project start date

Indicate the date when implementation, construction or actual action of a GHG project begins (Section 10.4 of the BCR Standard).

For GHG removal projects, the start date is to the date when any action related to the start of GHG project activities begins.

For REDD+ activities, the start date is the date on which the activities proposed by the project holder to demonstrate reductions in emissions from deforestation and forest degradation begin.

Justify how the project start date meets the requirements of the BCR standard.

#### Quantification period of GHG emission reductions/removals

*Indicate the time period for quantification of GHG emission removals and/or reductions, depending on the type of project. (Section 10.5 of the BCR Standard). Consider one of the following options:*

*(a) for ARR projects, a minimum of 30 years and a maximum of 40 years;*

*(b) for REDD+ projects, a minimum of 40 years and a maximum of 60 years;*

*(c) for activities in the energy, transport and waste sectors, the quantification periods are as follows:*

* *renewable quantification period may be at most seven years and shall be renewed at least five, for a maximum total length of 42 years;*
* *renewable quantification period may be at most fourteen years and shall be renewed at least two, for a maximum total length of 42 years;*

#### Monitoring periods

*Indicate the monitoring periods foreseen during project implementation. Please note that the periodicity of the monitoring periods shall be consistent with the methodologies and the BCR Standard.*

## Identification and description of the baseline or reference scenario

*Describe the steps taken to identify the baseline or reference scenario, i.e., the scenario that represents the GHG emissions that would occur in the absence of the project.*

*Explain how the baseline meet the requirements of the methodology/tool applicable to the project´s GHG activities and the provisions of the BCR Standard.*

*Take note that the baseline shall be defined in accordance with the provisions of the latest version of the methodological documents, and also as described in section 11.2 of the BCR Standard.*

## Additionality

*Demonstrate the additionality of the project according to the provisions of the BCR Standard and the project sector. In this sense, demonstrate that project activities generate emission reductions/removals that represent additional emission reductions, avoidances, or removals.*

*Explain whether the demonstration of additionality met the requirements provided in BCR's “Baseline and Additionality Guidance”, which is available https://biocarbonstandard.com/tools/additionality.pdf.*

*Justify reliably that all the assumptions, justifications, and documentation considered are adequate to identify the baseline scenario and the project additionality.*

*On the other hand, GHG project holders must demonstrate that emission reductions (or removals) do not correspond to emission reductions attributable to the implementation of legally required actions.*

## Uncertainty management

*In line with the principle of conservative attitude, demonstrate that you use conservative assumptions, values, and procedures to ensure that you do not overestimate emission reductions or increases in GHG removals.*

*Present and justify how mechanisms are established and applied to manage uncertainty in the quantification of baseline and mitigation results.*

## Leakage and non-permanence

*Describe the procedures used to quantify and manage the risk of leakage, according to the applied methodology. Where appropriate, explain and justify the data and parameters chosen and provide the relevant equations.*

*Likewise, explain how it is ensured the permanence of the project activities, following the condition set forth by the standard. The monitoring of project activities, through verification, shall evaluate the permanence of project activities.*

*The project holder shall demonstrate that take actions to ensure the project benefits are maintained over time. For this, the GHG Project holder shall apply the BCR Tool “Permanence and Risk Management. Available in https://biocarbonstandard.com/wp-content/uploads/BCR\_risk-and-permanence.pdf*

## Mitigation results

*Justify and demonstrate that the mitigation results achieved as a result of the implementation of the project activities are verifiable within the framework of ISO 14064-3:2019, or its amendment.*

### Eligible areas within GHG project boundaries (AFOLU sector projects)

*Present a description that allows to demonstrate that the areas within the geographical boundaries of the project correspond to the land cover/land use categories according to the requirements of the methodology used. Demonstrate compliance with the requirement considering the country definitions (if applicable) for the applicable land use categories.*

*Similarly, demonstrate that the areas within the geographical boundaries of the project comply with the land cover presence/absence condition as defined by the methodology applied, and in the reference, data set by the BCR Standard.*

*Indicate and justify the choice of the cartographic scale used for the multi-temporal land cover/land use analysis. Demonstrate that you have identified land covers/uses according to the land use and/or land cover classifications applicable to the country in which the project activities are proposed.*

*Demonstrate that geographic data are handled according to international standards defined by organizations such as ISO, OGC or the American Society for Photogrammetry and Remote Sensing.*

### Stratification (Projects in the AFOLU sector)

*In order to improve the accuracy of the carbon stock change calculations, describe the stratification process carried out, whether the distribution of carbon reservoirs considered in the project areas is not homogeneous.*

*Demonstrate that you have identified the strata for the identification of the baseline scenario and for the with-project scenario. Explain how you optimized accuracy in estimating GHG reductions/removals.*

### GHG emissions reduction/removal in the baseline scenario

*Describe the procedures applied to quantify GHG emission reductions/removals, including all the provisions of the methodology used.*

*Include relevant data, parameters, and equations. Detail any additional assumptions or considerations needed. Explain and justify the choice of data and parameters and include an assessment of uncertainty.*

### GHG emissions reduction/removal in the project scenario

*Fully describe the procedures for ex-ante quantification of GHG emission reductions or removals attributable to project activities. Include relevant data, parameters, and equations. Also explain and justify the assumptions used. Provide information of the uncertainty management.*

*Present in the table below the ex-ante calculations, these are the estimated GHG emission reductions/removals over the entire quantification period of the proposed project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **GHG emission reductions/removals in the baseline scenario (tCO2e)** | **GHG emission reductions/removals in the project scenario (tCO2e)** | **GHG emissions attributable to leakages (tCO2e)** | **Estimated Net GHG Reduction/Removals (tCO2e)** |
| Year 1 |  |  |  |  |
| Year 2 |  |  |  |  |
| Year 3 |  |  |  |  |
| Year… |  |  |  |  |
| Total |  |  |  |  |

*Indicate the total estimated emission reductions/removals during the project's quantification period and the estimated annual average.*

# Compliance with Laws, Statutes and Other Regulatory Frameworks

*Describe and demonstrate conformity of the project with all relevant local, regional and national laws, statutes and regulatory frameworks. In addition, the compliance with legislation related to GHG mitigation activities.*

*Demonstrate that you have implemented a documented process (Document Management System) to identify and access relevant laws and regulations on an ongoing basis and demonstrate that you have a process in place to periodically review compliance with them.*

*Describe the manner in the project activities met the legal compliance including, among others, the laws related to the protection of human and indigenous peoples' rights, in accordance with international regulations, such as the United Nations Declaration on the Rights of Indigenous Peoples and ILO Convention 169 on Indigenous Peoples.*

# Carbon ownership and rights

## Project holder

*Provide contact information for the GHG Project holder.*

|  |  |
| --- | --- |
| Individual or organization |  |
| Contact person |  |
| Job position |  |
| Address |  |
| Phone number |  |
| Email |  |

## Other project participants

*Provide contact information for GHG Project participants (add rows if necessary).*

|  |  |
| --- | --- |
| Individual or organization |  |
| Contact person |  |
| Job position |  |
| Address |  |
| Phone number |  |
| Email |  |

## Agreements related to carbon rights

*Explain, justify and demonstrate that all project stakeholders agree to the management of carbon rights. Demonstrate transparency and, where appropriate, evidence of a process based on free, prior and informed consent. Demonstrate that the project holder respect interested parties’ rights to participate in and consent to consultation as part of project design and implementation.*

*Therefore, in cases where the project involves activities in the territories of ethnic groups and/or local traditional communities, demonstrate that their rights are respected and carry out the procedures provided for in the applicable legislation.*

*Demonstrate carbon rights based on agreements and documents that ensure that the requirement is met, with at least the following information:*

*(a) parties signing the agreement(s);*

*(b) purpose of the agreement;*

*(c) date of the agreement;*

*(d) name of the GHG project;*

*(e) period of quantification of GHG emission removals/reductions;*

*(f) responsibilities, obligations, and rights of each of the signatory parties.*

*In all cases, demonstrate the implementation of transparent agreements that include provisions for fair and equitable compensation.*

*Document that these agreements outline the responsibilities and obligations of all parties involved in the project. Also, be sure to demonstrate transparency and that stakeholders have a clear understanding of the project's objectives, timelines, and potential impacts.*

*Describe the procedures followed to agree on benefit-sharing arrangements with all project participants. If applicable, demonstrate that such agreements have been properly established with project participants and that the terms and conditions have been communicated in a culturally appropriate manner.*

## Land tenure (Projects in the AFOLU sector)

*Detail land tenure/tenure rights in the area where GHG project activities take place, at least for the period of quantification of GHG emission reductions or removals, as required by applicable national regulations.*

# Climate change adaptation

*In accordance with the BCR Standard, use appropriate criteria and indicators to demonstrate that the project is undertaking climate change adaptation activities and that these are derived from the GHG project activities.*

# Risk management

*Demonstrate that you have conducted a risk assessment and risk management. Identify the environmental, financial, and social risks associated with the implementation of the project activities.*

*Based on the identification of risks in these three dimensions, justify the measures designed to manage the risks so that GHG emission reductions and/or removals are maintained throughout the project quantification period.*

*For risk assessment and management, include the following:*

*(a) the potential natural and anthropogenic risks to which the GHG mitigation activities may be exposed and the measures necessary to mitigate such risks.*

*(b) the potential financial risks associated with the expected costs and cash flow of the project and the measures necessary to mitigate the financial risks.*

*(c) determine, in the medium and short term, the risks associated with the participation of local communities and stakeholders in the activities proposed by the project holder.*

*The risk assessment and management shall be adequate, accurate and objective. In this sense, the BCR Tool “Permanence and Risk Management” shall be applied.*

## Reversal Risk

*Explain and justify the measures taken to ensure that the project is maintained over time, as reflected in agreements or contracts, clauses or provisions focused on this objective, or through the implementation of a management plan associated with the risk of reversion.*

*Demonstrate that you have used appropriately the “Risk and permanence” tool. The tool is available at the BCR website, make sure you are using the latest version. Present a conclusion about the expected risks (direct and indirect) and the consideration or mitigation measures as part of adaptive management.*

### Loss Event Report

*Submit a report within a period of no more than one year after the occurrence of an event that results in the loss or reduction of VCCs issued and registered in the registration platform.*

*The loss report shall include a conservative estimate of the loss of carbon from previously verified emission reductions/removals due to loss of carbon stocks from the project based on the monitoring report. The project holder shall demonstrate that the loss estimate is true and accurate in all material respects.*

# Sustainable development safeguards (SDSs)

*Present and explain in detail the results of the social and environmental assessment, analyzing the foreseeable impacts on biodiversity and ecosystems within the project boundaries. Demonstrate that the analysis is supported by reliable and up to-date references.*

*Document and prove that project activities not negatively impact the natural environment or communities. Identify and address any negative environmental and socio-economic impacts of project activities.*

*Demonstrate that the project activities do not cause any net harm to the communities and/or environment. To support this, apply the BCR Tool. Sustainable Development Safeguards, SDSs, (formerly known as the No Net Harm Environmental and Social Safeguards NNH).*

# Stakeholder engagement and consultation

*Explain and demonstrate that stakeholder consultation has been conducted through a comprehensive assessment and understand the various individuals, groups, and organizations that will be impacted by the project activities.*

*Ensure that the interests of the stakeholders have been considered, potential risks are identified, and appropriate mitigation measures are put in place. Document the appropriate mechanisms for stakeholders to comment on the project and demonstrate how stakeholders are appropriately engaged.*

*The project description should include information about stakeholders’ engagement.*

*Described the stakeholder consultation process and demonstrate how the process meets the relevant requirements:*

*(a) the scope of stakeholder consultations;*

*(b) the number of stakeholders consulted;*

*(c) the means used to invite interested parties to participate in the consultations;*

*(d) the information that was made available to stakeholders during the consultation process;*

*(e) the meetings, workshops and other processes developed in the framework of the stakeholder consultation;*

*In addition, provide documentary (or other) evidence to ensure that invitations were sent to relevant stakeholders, inviting them to comment.*

## Summary of comments received

*Prepare and document a report of the comments received during the stakeholder consultation. Provide a complete list of the comments, including contact information for the stakeholder who made the comment.*

## Consideration of comments received

*Describe how comments have been considered. If complaints or grievances are filed by stakeholders, provide a full explanation of how they were addressed and whether they have been satisfactorily resolved.*

# Sustainable Development Goals (SDGs)

*Demonstrate, the project's contribution to the sustainable development goals applicable to the project activities proposed by the project holder using relevant criteria and indicators.*

*To demonstrate compliance with the SDGs, you should use the Tool for Determining the Contributions of GHG Projects to Achieving the Sustainable Development Goals (SDGs). This tool has been developed by BioCarbon, is available at https://biocarbonstandard.com/es\_en/ods/.*

# REDD+ Safeguards (For REDD+ projects)

*Demonstrate compliance with REDD+ safeguards, considering the national context and including the definition of indicators for monitoring, reporting and verification. Take in account that whether the host country have a national interpretation related to Safeguards, it is required the respect of that interpretation.*

*However, the project holder shall apply the BCR Tool Safeguards REDD+, available* *[https://biocarbonstandard.com/en/safeguards-redd/](https://biocarbonregistry.com/en/safeguards-redd/).*

# Special categories, related to co-benefits (optional)

*If the project intends to achieve one of the special categories, demonstrate that it has defined additional measures for the social and environmental components and explain that it has developed a model of criteria and indicators to monitor and verify compliance.*

*Demonstrate compliance with the conditions defined for the component(s) that represent additional benefits (biodiversity conservation, community benefits, gender equity and climate change adaptation), consistent with those proposed to be achieved. The categories and conditions required to obtain a special category are described in the BCR Standard.*

*Explain in detail the model of criteria and indicators that will allow each condition to be monitored and compliance to be demonstrated. The monitoring plan should include a section on measuring and tracking of co-benefits.*

# Grouped projects (if applicable)

*If the project holder proposes to develop a clustered project, it must demonstrate compliance with the conditions applicable to clustered projects, as described in the BCR Standard and methodologies.*

*Describe and fully explain compliance with the conditions applicable to clustered projects.*

# Other GHG program

*Confirm if the project is registered under any other GHG program. In this case, include the reasons which the project holder decided to registry the project under BCR Standard. Provide evidence related the registry in another program.*

*In Addition, whether a project that has been registered under another GHG program intends to be certified and registered under the BCR Standard, the project holder demonstrate that complies with the following:*

*(a) the registration of the project in the registration system of the standard or program from which the project originated has been cancelled.*

*(b) the GHG reductions or removals generated by the project are not part of another project registered in BioCarbon or in another GHG program;*

*(c) the requirements established in the national legal framework, as well as the rules and procedures established by BioCarbon are complied with.*

*State whether the project has been rejected by any other GHG program. Provide the program name and the reasons and date for rejection, including any other relevant information.*

*Demonstrate compliance with the “BCR Standard Operating Procedures”. Available in https://biocarbonstandard.com/wp-content/uploads/BCR\_Standard-Operating-Procedures.pdf*

# Double counting avoidance

*Apply the related requirements with the double counting avoidance, considering the requirement that prohibits the accounting, issuance, and retirement of GHG mitigation results.*

*Provide a complete description of the application of the BCR Tool “Avoiding Double Counting (ADC)” which sets out the principles and requirements for the BCR Program, to avoid double counting of emission reductions or removals.*

# Monitoring plan

*Design and explain a monitoring plan that, as required by the BCR Standard and the applied methodology, contains the following:*

*(a) Project boundary monitoring*

*(b) Monitoring of the execution of project activities*

*(c) Monitoring of the quantification of project emission reduction/removals*

*(d) Quality control and quality assurance procedures*

*(e) Verification of field data*

*(f) Review of information processing*

*(g) Data recording and archiving system*

*Similarly, present in detail the appropriate information to monitor project activities and mitigation results:*

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

*(b) data and additional information to establish the baseline or reference scenario;*

*(c) specification of any potential emissions that would occur outside the project boundary as a result of GHG project activities (leakage);*

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

*(e) established procedures for the management of GHG emission reductions or removals and associated quality control for monitoring activities.*

*(f) description of established procedures for periodic calculation of GHG emission reductions or removals and leakage;*

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

*(h) procedures for assessing the project's contribution to the Sustainable Development Goals (SDGs);*

*(i) criteria and indicators related to the project's contribution to sustainable development goals, applicable to the project activities proposed by the project holder;*

*(j) procedures related to co-benefits and special category monitoring, where applicable.*

*(k) the criteria and indicators established to demonstrate the additional co-benefits and the measurement of co-benefits and the special category, when applicable.*

*Demonstrate the follow of the BCR Tool. Monitoring, Reporting and Verification (MRV), demonstrating that the MRV process is rigorous and met a high level of accuracy and strict data collecting and archiving.*

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NOTE: This Project Document (PD) shall be completed following the instructions included. However, it is important to highlight that these instructions are complementary to the BCR Standard, and the Methodology applied by the project holder, in which more information on each section can be found.