



**Gold Standard**  
for the Global Goals

TEMPLATE

# STAKEHOLDER CONSULTATION REPORT

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PUBLICATION DATE **14.10.2020**

VERSION v. ~~1.1~~ **1.2**

RELATED SUPPORT

~~TEMPLATE GUIDE Stakeholder Consultation Report v. 1.1~~ **TEMPLATE GUIDE Stakeholder Consultation Report v. 1.2**

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This is a report template to be used for filling the information pertaining to Local Stakeholder Consultation and Stakeholder Feedback Round conducted in line with the Stakeholder Consultation and Engagement Requirements.

This document contains the following Sections

Key Project Information

~~grouped consultation INFORMATION~~ ~~Grouped Consultation Information~~

SECTION A - Information made available to Stakeholders

SECTION B - Invitations made to Stakeholders

SECTION C - Report of the Consultation Process

SECTION D - Continuous input / Grievance mechanism

SECTION E - Stakeholder Feedback Round

This template has been revised to aid a consistent interpretation and to better support project developers submitting documentation for certification. Please read the accompanying guide to understand how to complete this template accurately. [-](#)

**[TEMPLATE GUIDE Stakeholder Consultation Report v. 1.1- TEMPLATE GUIDE Stakeholder Consultation Report v. 1.2](#)**

Please delete blue text boxes upon completion

## KEY PROJECT INFORMATION

|   |  |
|---|--|
| <b>GS ID of Project</b>                                       |  |
| <b>Title of Project</b>                                       |  |
| <b>Version number of <del>the-SGR</del><u>this Report</u></b> |  |
| <b>Completion date of version</b>                             |  |
| <b>Time of First Submission Date</b>                          |  |
| <b>Start Date of the Project</b>                              |  |
| <b>Date of Meeting (s)</b>                                    |  |
| <b>Project Cycle:</b>   | <input type="checkbox"/> Regular<br><input type="checkbox"/> Retroactive |

## GROUPED CONSULTATION INFORMATION

|  |  |
|--|--|
| <b><u>GS ID of Real Case VPA</u></b>                         |  |
| <b><u>Title of Real Case VPA</u></b>                         |  |
| <b><u>Geographical Boundary of Grouped Consultation</u></b>  |  |
| <b><u>Technology covered by the Grouped Consultation</u></b> |  |
| <b><u>Validity Period</u></b>                                |  |
| <b><u>Anticipated number of VPAs</u></b>                     |  |

## SECTION A. INFORMATION MADE AVAILABLE TO STAKEHOLDERS

### A.1. Preliminary agenda for the meeting

>>

#### ~~A.1.A.2.~~ A non-technical summary of the project

>>

#### ~~A.2.A.3.~~ Contact details to get further technical detail and project information

>>

#### ~~A.3.A.4.~~ Summary of economic, social and environmental impacts of the Project

>>

#### ~~A.4.A.5.~~ Other relevant information to help stakeholders understand the project

>>

## SECTION B. INVITATIONS MADE TO STAKEHOLDERS

### B.1. Invitation tracking table

Please complete the table below

| Category Code | Stakeholder Type/Organisation (if relevant) | Name of invitee       | Male/Female | Method of invitation | Date of invitation (>30 days before Meeting) |
|---------------|---|-----------------------|-------------|----------------------|--|
| A             |   |                       |             |                      |  |
| B             |   |                       |             |                      |  |
| C             |   |                       |             |                      |  |
| D             |   |                       |             |                      |  |
| E             |   |                       |             |                      |  |
| F             | Gold Standard representative                | help@goldstandard.org | N/A         | Email                |  |
| G             |   |                       |             |                      |  |

#### B.1.1. Appropriateness of methods

>>

#### B.1.2. Gender Sensitivity

>>

#### B.1.3. Evidence proving invites took place as stated

>>

#### B.1.4. Sample content of invites (for each Method above)

>>

#### B.1.5. Description of other Means and methods to provide feedback for those who are not able to join the consultation meeting

>>

## SECTION C. REPORT OF THE CONSULTATION PROCESS

### **C.1. Date of Meeting**

>>

#### **C.1.1. Justification of why consultation took place after the project start date (retroactive projects only)**

>>

#### **C.1.2. List of participants**

Please complete the table below

| Date and Time |   | Location      |                 |                            |           |
|---------------|---|---------------|-----------------|----------------------------|-----------|
| Category Code | Name of <u>the</u> participant, job / position in the community | Male / Female | Contact details | Organisation (if relevant) | Signature |
|               |   |               |                 |                            |           |
|               |   |               |                 |                            |           |
|               |   |               |                 |                            |           |

#### **C.1.1-C.1.3. Pictures from the physical meeting(s) (best practice)**

>>

### **C.2. Minutes of physical meeting(s)**

>>

#### **C.2.1. Minutes of other consultations**

>>

### **C.3. Assessment of comments from all consultations above**

Please complete the table below

| Gender of Stakeholder | Stakeholder comment | Was comment taken into account (Yes/ No)? | Explanation/ <u>Justification</u> (Why? How?) |
|-----------------------|---------------------|---|---|
|                       |                     |   |   |
|                       |                     |   |   |
|                       |                     |   |   |

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**C.3.1. Evaluation forms (best practice)**

You may use the table format below to collect feedback on your consultation

|   |  |
|---|--|
| Name                                    |  |
| Gender – Male/Female:                   |  |
| What is your impression of the meeting? |  |
| What do you like about the project?     |  |
| What do you not like about the project? |  |
| Signature                               |  |

**C.4. Summary of alterations based on comments**

>>

## SECTION D. CONTINUOUS INPUT / GRIEVANCE MECHANISM

Please use the table below to report on the methods agreed with stakeholders

**Method Chosen (include a Justification of Choice known details e.g. location (best practice) of the book, phone, number, identity of mediator)**

Continuous Input /  
Grievance Expression  
Process Book (mandatory)

GS Contact (mandatory) [help@goldstandard.org](mailto:help@goldstandard.org)

Telephone access  
(optional)

Internet/email access  
(optional)

Nominated Independent  
Mediator (optional)

Other

## SECTION E. STAKEHOLDER FEEDBACK ROUND

Please check this box if the project is retroactive and has done only 1 consultation with a- physical meeting integrated into the SFR.

### E.1. Length of the Feedback Round

| Stakeholder Feedback Round | Planned                  | Actual                   |
|----------------------------|--------------------------|--------------------------|
| Start Date                 | <input type="checkbox"/> | <input type="checkbox"/> |
| End Date                   | <input type="checkbox"/> | <input type="checkbox"/> |

### E.2. Summarise how all stakeholders were/will be invited to provide feedback

>>

### E.3. Summarise Feedback received, including if any changes in project design were made

>>



Revision History

| Version             | Date  | Remarks  |
|---------------------|---|--|
| <a href="#">1.2</a> | <a href="#">X March 2022</a>                | <a href="#">Addition of grouped consultation info, preliminary agenda and section to justify retroactive consultation took place. Minor edits to text.</a>   |
| 1.1                 | <a href="#">14<del>x</del> October 2020</a> | <p>Inclusion of Key Project Information</p> <p>Restructure, new headings and reorder to better match the steps a developer will follow in consultations.</p> <p>Removal of some non-mandatory template tables (Blind Sustainable Development Assessment). Clarification of best practice steps that are non mandatory processes, clarification of mandatory discussion points. Clarification regarding publishing names and that original evaluation forms (optional) and attendance lists (mandatory) should be separate documents.</p> <p>Improved clarity on Stakeholder Feedback round section and procedures for retroactive projects</p> <p>Provision of an <a href="#">accompanying Guide</a> to help the user understand detailed rules and requirements</p> |
| 1.0                 | 14 August 2017                              | Initial adoption   |