



**TEMPLATE GUIDE**

# MONITORING REPORT

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VERSION **v. 1.1**

RELATED TEMPLATE – **v. 1.1 Monitoring Report**

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[SECTION C](#) - Description of monitoring system applied by the project

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## GUIDE TO COMPLETING THE MONITORING REPORT

1. For GS4GG projects, Verification must occur at least once during a five-year Certification cycle with the first Verification completed within two years of project Implementation Date or Design Certification, whichever is later (except A/R projects, which are minimum every 5 years)
2. Small scale and large scale projects must select a Gold Standard Approved [VVB](#) approved for the chosen scope and Certification Pathway
3. When reporting on monitoring results and completing this form, comply with GS4GG Standard Documents apply to your project technology and project framework type, all requirements in any selected GS Standard Approved methodologies (SDG Impact Quantification) and the registered monitoring plan in your PDD.
4. All Gold Standard Projects must use conservative assumptions, values and procedures to ensure that claims are not overestimated.
5. Guidance provided in this document is based on GS4GG versions 1.2 – in the event that a rule is updated and this template doesn't match, it is the responsibility of the developer to provide the correct information. Please use the email provided below to highlight any discrepancies.
6. For CER Label projects, please refer to relevant sections in CDM Templates where information is already supplied.
7. Where an MR contains information that the project participants wish to be treated as confidential/proprietary, submit documentation in two versions:
8. One version where all parts containing confidential/proprietary information are made illegible (e.g. by covering those parts with black ink) so that the version can be made publicly available without displaying confidential/proprietary information;
9. A version containing all information that is to be treated as strictly confidential/proprietary by all parties handling this documentation (VVBs, sustainCERT, Gold Standard, Gold Standard Technical Advisory Committee and Gold Standard NGO Supporters)
10. Note that All Project Documentation, except confidential information, will be made publicly available through the Impact Registry. It is the responsibility of the Project Developer to mark documents as confidential. Information used to demonstrate additionality, to describe the application of the selected methodologies, standardized baselines and the other methodological regulatory

documents, and to support environmental impact assessments, is not considered proprietary or confidential)

11. You must make any data, values and formulae included in spreadsheets provided accessible and verifiable. You must clearly note the source of documents so that they are easily located and reviewed by assurance providers. The efficiency of the certification process is dependent upon transparent and effective communication.
12. Complete this form in English. Prepare all attached documents in English, OR a language that has been agreed upon by the Project Developer, the Gold Standard and the VVB.
13. Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.
14. Do not modify or delete tables and their columns in this form. Add rows of the tables as needed. Add additional appendices as needed.
15. If a section of this form is not applicable, explicitly state that the section is left blank intentionally.
16. Figures above one thousand shall be formatted with a comma (for example 1,000,000), and decimals will be separated by a point (for example 1.35)
17. Pictures, graphs, tables and supporting documents within Project Documentation shall be clearly marked with a unique ID
18. All Dates must be in the following format: DD/MM/YYYY
  - a) Maps, where required shall include:
    - b) Name of the project
    - c) ID of the project
    - d) Legend
    - e) Printing date
    - f) Scale
    - g) Direction of North
    - h) GPS coordinate system (e.g. WGS 84)
    - i) GPS grid
    - j) Infrastructure (roads, houses, etc.) and rivers
    - k) Information on the satellite or aerial picture (date, resolutions, data source)
19. If you have any suggestions for improvement, or notice mistakes, please email [templates@sustain-cert.com](mailto:templates@sustain-cert.com)

## KEY PROJECT INFORMATION

### Programme of Activity Information – (delete below table if N/A)

<b>GS ID of Programme</b>	Please refer to the GS ID of the registered POA
<b>Title of Programme</b>	Please use the full title of the registered POA
<b>Version of POA-DD applicable to this monitoring report</b>	Some VPAs may refer to different versions of the POA-DD, ensure you use the correct version
<b>Name and GS ID of fully Validated CPA/VPAs (i.e. non compliance check)</b>	Please include the details of all CPA/VPAs that have been fully validated (i.e. non-compliance check) along with the POA. These CPA/VPAs are usually submitted at the time of POA design certification.

### Key Project Information

To mark a checkbox (in 'Activity Requirements applied' below), please double click it. A dialogue box will appear that will allow you to mark 'ticked/checked'.

<b>GS ID (s) of Project (s)</b>	Please refer to the GS ID (s) of all projects/VPAs
<b>Title of the project (s) covered by monitoring report</b>	Please indicate the titles of all projects/VPAs
<b>Version number of the PDD/VPA-DD (s) applicable to this monitoring report</b>	
<b>Version number of the monitoring report</b>	
<b>Completion date of the monitoring report</b>	Dd/mm/yyyy
<b>Date of project design certification</b>	The date of Design Certification is the last day of the Design Review period (even if the review is concluded after this date). GS4GG Design Review is 4 weeks, or 2 weeks for Inclusion Review Please indicate dates for all projects/VPAs
<b>Date of Last Annual Report</b>	Indicate the date when you last supplied an annual report. Note that Registered/Design Certified GS projects must submit an annual report or complete verification by the end of the next calendar year that follows the end of a verified monitoring period.
<b>Monitoring period number</b>	Indicate if this monitoring period is the 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> etc of the crediting period
<b>Duration of this monitoring period</b>	(dd/mm/yyyy) to (dd/mm/yyyy)
<b>Project Representative</b>	The official focal point (s) for the project, which may also be the Project Developer

<b>Host Country</b>	
<b>Activity Requirements applied</b>	<input type="checkbox"/> Community Services Activities ( <u>in general</u> – off grid renewable energy, distributed technology, biogas, WASH) <input type="checkbox"/> Renewable Energy Activities ( <u>in general</u> – renewable energy projects connected to national or regional grids or industrial facilities) <input type="checkbox"/> Land Use and Forestry Activities/Risks & Capacities (self explanatory) <input type="checkbox"/> N/A (projects that do not fall into either of the above, for example Shipping) Refer to the activity requirements for specific criteria
<b>Methodology (ies) applied and version number</b>	
<b>Product Requirements applied</b>	<input type="checkbox"/> GHG Emissions Reduction & Sequestration (required to issue VERs/PERs and label CERs) <input type="checkbox"/> Renewable Energy Label (required to label Renewable Energy Certificates) <input type="checkbox"/> N/A (This is the rare case when a project chooses to issue neither emission reductions/labels or renewable energy labels)

**Table 1 - Sustainable Development Contributions Achieved**

*This table is a summary of Information in [Section E.4](#) which must be completed first - non binding example for illustration purposes*

Sustainable Development Goals Targeted	SDG Impact	Amount Achieved	Units/ Products
SDG 13 Climate Action (mandatory)	Emissions Reductions	14,495	VERs
SDG 3 Ensure healthy lives and promote well-being for all at all ages	aDALYs	660	aDALYs
7 - Ensure access to affordable, reliable, sustainable and modern energy for all	MWh of renewable energy generated	9,999	MWh

Use the table to clearly summarise what GS Products and Certified Impact Statements are requested for issuance as per the monitoring plan in the Design Certified PDD. Insert new rows as necessary.

**Gold Standard Products**

Gold Standard Products can only be generated by following Product Requirements and/or a Gold Standard Approved methodology. Use Units or Products heading to state any Product you seek for each SDG – it is essential that you use the correct Product Name. Include the relevant methodology and or product requirements in the KPI table above.

**Examples: SDG 13 - VER/CER/PER; SDG 7 - REL; SDG 3 – aDALY; SDG 6 – WBC**

**Certified Impact Statements**

Clearly state the proposed SDG Impact (along with its Units) for certification. If a Gold Standard Approved methodology is used (for example Gender Responsive Certification), include the relevant methodology in the KPI table above.

**Table 2 – Product Vintages**

*Non binding example for illustration purposes*

		Amount Achieved		
Start Dates	End Dates	VERs	ADALYs	...
03/06/2017	31/12/2017	21,252	146	
01/01/2018	31/12/2018	55,632	402	
01/01/2019	02/06/2019	19,111	114	

Referring to the monitoring period start and end dates in the KPI table, divide the monitoring period into calendar years and calculate the amount of Product generated in each calendar year. Certified impact statements do not have a per credit issuance fee and therefore do not require vintages. Pay special attention to microscale projects that cap emission reductions based on the scale – the cap must not be crossed either in a calendar year **or** in a monitoring year.

## SECTION A. DESCRIPTION OF PROJECT

### A.1. General description of project

*Provide a brief summary of the project activity (you can copy the information in the PDD)*

### A.2. Location of project

*Provide details of the physical/geographical location of the project activity, including:*

- i. Physical address (host Party, region/state/province, city/town/community, street name and number)*
- ii. a map,*
- iii. if necessary, other information allowing for the unique identification of the project activity (e.g. geographic coordinates).*

### A.3. Reference of applied methodology

*Indicate the exact references (titles, versions and - where applicable - UNFCCC reference numbers) of:*

- i. Selected baseline and monitoring methodologies [e.g. Technologies and Practices to Displace Decentralized Thermal Energy Consumption (version 3.1)]*
- ii. Any methodologies or methodological tools to which the selected methodologies refer, where applicable*
- iii. Any selected standardized baselines, where applicable*

### A.4. Crediting period of project

*Provide the start and end dates (in DD/MM/YYYY – DD/MM/YYYY) and length of the crediting period as given in approved PDD.*

*If the CP start date is wrong in the PDD, the PDD must be updated with the correct information.*

## SECTION B. IMPLEMENTATION OF PROJECT

### B.1. Description of implemented project

*Provide information on the implementation and actual operation of the project including relevant dates (e.g. construction, commissioning, start of operation). If the project activity consists of more than one site, describe the status of implementation and start date of operation for each site. If the project activity is implemented in phases, indicate the progress of the project activity achieved in each phase.*

*Clearly state if there have been any changes from the project design that was envisaged at Design Certified PDD (for example technology types/specifications)*

*If applicable, declare information on any post-Design Certification changes to the project activity in [B.2.](#)*

#### B.1.1. Forward Action Requests

*Declare any Forward Action Requests from Design Certification (1<sup>st</sup> Monitoring Period) or previous Performance Certifications and briefly summarise how they have been addressed.*

### B.2. Post-Design Certification changes

#### B.2.1. Temporary deviations from the approved Monitoring & Reporting Plan, methodology or standardized baseline

*If a developer is temporarily unable to monitor the Design Certified activity in accordance with the monitoring plan in the PDD , the applied methodologies, the applied standardized baselines or the other applied GS4GG/regulatory documents, they must describe the nature, extent and duration of the non-conforming period in the monitoring report.*

*Developers must apply conservative assumptions or discount factors to the calculations to the extent required to ensure that SDG Impacts will not be overestimated as a result of the deviation. Note Deviation Request Forms are **not** used for temporary deviations.*

*Indicate details of any approval granted*

#### B.2.2. Corrections

*Indicate whether any corrections to project information or parameters fixed at validation have been applied.)*

#### B.2.3. Changes to start date of crediting period

*Indicate if a change to the start date of the crediting period has been approved that is relevant for this monitoring period. Note the start date of the crediting period as mentioned in the registered PDD cannot be postponed by more than 2 years*



B.2.4. Permanent changes from the Design Certified monitoring plan, applied methodology or applied standardized baseline

*Indicate any material and permanent changes to the design of the project i.e. additionality, scale of the project, validity/applicability of the applied methodology, stakeholder consultation, sustainable development criteria and monitoring plan have occurred.*

*If there are such changes, list them providing the version number and completion date of the revised design certified (i.e. approved) PDD for each and a copy of the approved Deviation Request Form or Design Change approval form*

*Note that the first submission/request for Design Change approval to include new technology/measures must be within one year of the Design Change start date to be eligible*

B.2.5. Changes to project design of approved project

*Indicate any changes to the design of the project not included in B2.1 or 2.4.*

## SECTION C. DESCRIPTION OF MONITORING SYSTEM APPLIED BY THE PROJECT

*Provide a description of the monitoring system in accordance with the description of monitoring system and the monitoring plan in the Design Certified PDD.*

## SECTION D. DATA AND PARAMETERS

### D.1. Data and parameters fixed ex ante or at renewal of crediting period

Data/parameter	
Unit	
Description	
Source of data	
Value(s) applied	
Choice of data or Measurement methods and procedures	
Purpose of data	
Additional comment	

***Under headings for each SDG***, include a compilation of information on the data and parameters that are not monitored during the crediting period but are determined before design certification and remain fixed throughout the crediting period (like IPCC defaults and other methodology defaults).

Copy the table for each piece of data and parameter. Where ex ante parameters are used to calculate more than one SDG (for example Installed Capacity, numbers of technology), always include it under the SDG 13 heading first (if it is used for SDG 13) and use Additional Comment to explain which other SDGs rely on the same parameter. Do not duplicate parameter tables.

A guide to completing the table is below.

"Value(s) applied": provide the value applied. Where a time series of data is used, where several measurements are undertaken or where surveys have been conducted, supply detailed information in the appendix or as annexes. To report multiple values referring to the same data or parameter, use one table. If necessary, use references to spreadsheets;

"Source of data", ensure that the source of data are provided so that they can be reviewed; The name and reference of the supporting documentation must match the quoted source for easy traceability during certification. For example Bp,y – the Source of Data could be described as the filename of the study containing the reported data e.g. Developer Name Baseline Survey results.xls. Ideally the sheet (or page no. for documents) will also be referenced. E.g. Developer Name Baseline Survey results.xls. (Summary Sheet) OR Baseline Study Report.pdf (page 14). The aim is to direct your assurance providers to the information as quickly as possible, which will result in a **quicker** review process. The version number need not be included as long as the filename is correct.

"Measurement methods and procedures": where values are based on measurement, include a description of the measurement methods and procedures applied (e.g. which standards have been used), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results.

"Purpose of data": choose one of the following:

- (i) Calculation of baseline scenario;
- (ii) Calculation of project scenario;
- (iii) Calculation of leakage.

## D.2. Data and parameters monitored

Data / Parameter	
Unit	
Description	
Source of data	
Value(s) applied	
Measurement methods and procedures	
Monitoring frequency	
QA/QC procedures	
Purpose of data	
Additional comment	

Under headings for each SDG, include specific information on how the data and parameters that need to be monitored in the selected methodology(ies) or proposed approaches. Copy the table for each piece of data and parameter. Where ex ante parameters are used to calculate more than one SDG (for example Usage Rate), always include it under the SDG 13 heading first (if relevant) and use Additional Comment to explain which other SDGs rely on the same parameter. Do not duplicate parameter tables.

*For the row "Source of data", ensure that the source of data are provided so that they can be reviewed; The name and reference of the supporting documentation must match the quoted source for easy traceability during certification. For example Up,y – the Source of Data could be described as the filename of the study containing the reported data e.g. Developer Name Usage Survey results.xls. Ideally the sheet (or page no. for documents) will also be referenced. E.g. Developer Name Usage Survey results.xls. (Summary Sheet) OR Project Study Report.pdf (page 14). The aim is to direct your assurance providers to the information as quickly as possible, which will result in a quicker review process. The version number need not be included as long as the filename is correct.*

***For the row "Value(s) applied", use one table to report multiple values referring to the same data and parameter, if applicable. It is essential a value is transparently reported in this document.***

"QA/QC procedures": describe the Quality Assurance (QA)/Quality Control (QC)

### Special Guidance

*For projects applying Usage Survey Requirements and Guidelines (e.g. TPDDTEC) – please report the usage rates for each age group and the weighted average and show that the cap is applied correctly.*

*Wherever values are measured and capped by a methodology, both the measured and capped values used for calculations must be reported. Measured values must be reported in brackets, for example:*

*WCFT – 4 litres per person (6.32)*

### D.3. Comparison of monitored parameters with last monitoring period

Data/Parameter	Value obtained in this monitoring period	Value obtained last monitoring period
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*For Community Service Activities, please state and compare monitored parameters in D.2 with the previous monitoring period. Provide a short explanation for any values that have increased/ or are less conservative.*

*Please mark not applicable for non- Community Service Activities.*

### D.4. Implementation of sampling plan

*If data and parameters monitored described in section D.2 above are determined by a sampling approach, provide a description of how the sampling for those parameters was implemented in accordance with the sampling plan in the Design Certified PDD including the following information:*

- (a) Description of implemented sampling design;*
- (b) Collected data;*
- (c) Analysis of the collected data;*
- (d) Demonstration that the required confidence/precision level has been met;*
- (e) Demonstration that the samples were randomly selected and are representative of the population.*

*Attach to the monitoring report any spreadsheets to present full calculations or detailed information. Clearly reference the spreadsheets used (including sheet names as necessary), the aim is to direct your assurance providers to the information as quickly as possible, which will result in a quicker review process.*

## SECTION E. CALCULATION OF SDG IMPACTS

### E.1. Calculation of baseline value or estimation of baseline situation of each SDG Impact

*Under a heading for each SDG, provide sample calculations for all formulae used to calculate/estimate baseline values (SDG 13 - emissions or net baseline removals), applying actual values. Clearly reference the spreadsheets used (including sheet names as necessary) and supply them as supporting evidence to the monitoring report. The aim is to direct your assurance providers to the information as quickly as possible, which will result in a quicker review process.*

### E.2. Calculation of project value or estimation of project situation of each SDG Impact

*Under a heading for each SDG, provide sample calculations for all formulae used to calculate/estimate project values (SDG 13 - emissions or net removals), applying actual values. Clearly reference the spreadsheets used (including sheet names as necessary) and supply them as supporting evidence to the monitoring report. The aim is to direct your assurance providers to the information as quickly as possible, which will result in a quicker review process.*

### E.3. Calculation of leakage

*(SDG 13 only) Provide sample calculations for all formulae used to calculate/estimate leakage values applying actual values. Clearly reference the spreadsheets used (including sheet names as necessary) and supply them as supporting evidence to the monitoring report. The aim is to direct your assurance providers to the information as quickly as possible, which will result in a quicker review process.*

### E.4. Calculation of net benefits or direct calculation for each SDG Impact

SDG	SDG Impact	Baseline estimate	Project estimate	Net benefit
13				
X				
Y				

*Summarize the results of sections 0, 0, E.3 above for this monitoring period using the table. The project estimate should account for leakage, where applicable. List the estimates for each design certified SDG impact for each numbered SDG, starting with SDG 13 first. The net benefit should be copied to [Table 1 – Sustainable Development Contribution Achieved](#) where the units and the full name of the SDG are given.*

**E.5. Comparison of actual SDG Impacts with estimates in approved PDD**

SDG	Values estimated in ex ante calculation of approved PDD for this monitoring period	Actual values <sup>1</sup> achieved during this monitoring period
13		
X		
Y		

*Use the table to compare the validated estimated (ex ante) Impacts for this monitoring period (i.e. this monitoring period number) with the values actually achieved. Note that different monitoring periods may have different estimates, with earlier years in the project tending to have lower impacts, reflecting roll outs/start up. It is important to provide a like for like comparison.*

*Wherever emission reductions are capped, both the original and capped values used for calculations must be reported. Original values must be reported in brackets, for example:*

*10,000 (11,124)*

**E.5.1. Explanation of calculation of value estimated ex ante calculation of approved PDD for this monitoring period**

*The estimated ex ante calculation may use slightly different assumptions than the monitored data. Use this space to explain how your estimate was calculated – the aim of this comparison being to detect and understand any anomalous results as compared to what was validated*

**E.6. Remarks on increase in achieved SDG Impacts from estimated value in approved PDD**

*State whether the actual SDG Impacts achieved is greater than the amount based on the ex-ante estimation in the Design Certified PDD. If so, explain the cause of any increase in the actual Impacts achieved by the project activity during this monitoring period, including all information that is different from that stated in the Design Certified PDD.*

<sup>1</sup> Please mark not applicable for afforestation and reforestation (A/R) project activities. Use brackets to denote original values.

## SECTION F. SAFEGUARDS REPORTING

***Provide a report on the Safeguarding principles that were added to the monitoring plan. Refer to parameter boxes in D.2. where applicable.***

*You should include:*

- (a) An update on the implementation including information on relative success and failures, or improvements to proposed mitigation measures*
- (b) Monitoring and reporting on any key indicators identified, including against pre-set tolerances*
- (c) Information on any assessment questions answered 'Potentially' or where Requirements call for regular re-assessment*

## SECTION G. STAKEHOLDER INPUTS AND LEGAL DISPUTES

**G..1. List all Inputs and Grievances which have been received via the Continuous Input and Grievance Mechanism together with their respective responses/mitigations.**

*Include all disputes, inputs and comments received via the approved CIGM and show how these were responded to and/or mitigated. Please clarify any items that have not been fully addressed and that require follow up action.*

**G.2. Report on any stakeholder mitigations that were agreed to be monitored.**

*Provide an update on mitigations proposed to stakeholders that were agreed to be monitored.*

**G.3. Provide details of any legal contest that has arisen with the project during the monitoring period**

*Gold Standard projects must be in compliance with the Host Country's legal, environmental, ecological and social regulations. If a legal challenge has arisen that claims a project is not in compliance with regulation, the certification process must consider this. Failure to transparently declare events taking place during a monitoring period may result in decertification.*