TEMPLATE GUIDE

STAKEHOLDER CONSULTATION REPORT

PUBLICATION DATE **14.10.2020**

RELATED TEMPLATE – **v. 1.1 Stakeholder Consultation Report**

This document contains the following Sections

GUIDE TO COMPLETING THE TEMPLATE

KEY PROJECT INFORMATION

To mark a checkbox (e.g. 'Project Cycle' below), please double click it.
A dialogue box will appear that will allow you to mark 'ticked/checked'.

GS ID of Project	Please input the GS ID assigned by the SustainCERT App
Title of Project	Please include the same title as on the PDD and SustainCERT App. All titles need to be consistent.
Version number of the SCR	
Completion date of version	
Time of First Submission Date	The PDD and SCR must be submitted for Preliminary Review within 3 months of the consultation date. Retroactive VER projects must submit for preliminary review within 1 year of the start date. Please input the date when this report was submitted for preliminary review
Start Date of the Project	Please indicate the start date as defined in the PDD C.1.1.
Date of Meeting (s)	Provide date in DD/MM/YYYY format
Project Cycle:	☐ Regular ☐ Retroactive A project is retroactive if the 1st Round of the GS Stakeholder Consultation was conducted after the Project Start Date.

You may refer to the Gold Standard Stakeholder Consultation Guidelines to assist you design your consultation. Compliance is demonstrated by following the Stakeholder Consultation Requirements and completing this template which is designed to document all the steps taken to meet the Requirements.

Some sections are marked best practice – these are recommended, but not mandatory.

SECTION A. INFORMATION MADE AVAILABLE TO STAKEHOLDERS

This is a summary of all information made available to stakeholders prior to the consultation and should be referred to/shared in invitations and in the meeting. Where information is supplied in a/in local language (s) to aid understanding, please provide English and local versions if this is the case. If different information is made available during the meeting, this should be transparently declared in the minutes.

A.1. A non–technical summary of the project

Include a summary on project design, technology, objectives, scale, duration and implementation plan (so far as known) written in a manner that stakeholders can understand. If product ownership is transferred from project beneficiaries this must be demonstrated transparently and be discussed during local stakeholder consultations.

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

Provide a summary of contact details to allow interested stakeholders to access more detailed info if needed.

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

Possible negative impacts: using your draft Safeguarding Principles Assessment as a guide, show how possible negative effects are addressed in a way stakeholders can understand.

Anticipated positive impacts: state your expected Sustainable Development Goals (SDG) Impacts in a way stakeholders can understand.

Relevant info/tables in the draft PDD (Appendix 1 or D.1; Table 1) may be used as is, but you should consider simplifying where necessary.

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

You may provide additional information e.g. calculations, project design documents etc. Detail all materials used to aid stakeholder understanding.

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					

Use the tracking table to transparently show who was invited and when – invites must be made 30 days in advance of the meeting to allow to allow sufficient time for stakeholders to make arrangements to participate. Note that representatives from each category code below must be invited and it is a requirement to reach a broad range of stakeholders.

Refer to 'minimum group of stakeholders' to be consulted in stakeholder consultation and engagement requirements, copied below. If any of the relevant stakeholders were not invited, the project participants shall provide appropriate justification.

A. *Local people, communities and or representatives who are directly or indirectly affected by the project*
B. *Stakeholders with land-tenure rights within or adjacent to the project must be contacted*
C. *Local policy makers and representatives of local authorities*
D. *National government officials or National focal bodies responsible for the project in the host country, for example, Designated National Authority (DNA)*
E. *Local non-governmental organisations (NGOs), Women Groups working on topics relevant to the project or working with communities who are likely to be affected by the project*
F. *A Gold Standard representative at help@goldstandard.org*
G. *Relevant international Gold Standard NGO Supporters with representation in your region and all Gold Standard NGO Supporters located in the host country of the project*

B.1.1. Appropriateness of methods

Justify how your invitation methods are appropriate, taking into account local and national circumstances, including appropriate language and measures.

B.1.2. Gender Sensitivity

Justify how your invitation methods are gender sensitive and solicit input from women and marginalised groups

B.1.3. Evidence proving invites took place as stated

Provide evidence that proves your invites took place as stated – this could be newspaper clippings, screenshots of emails, receipts for public address systems/radio, confirmation from senior staff that letters were delivered/telephone calls made etc.

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

Your sample content should show on what basis stakeholder comments were invited to the consultation and what information they were provided with in the invitation. You may refer to B.1.3 if email screenshots are used, for example.

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

Summarise the methods you made available for those who were not able to join the consultation meeting to provide feedback.

SECTION C. REPORT OF THE CONSULTATION PROCESS

This is a summary of the key outcomes of the physical consultation

C.1. Date of Meeting

Summarise the date (s) of the physical meeting (dd/mm/yyyy). Note that the report from the meeting must be submitted within 3 months of the date of the meeting.

C.1.1. List of participants

Please complete the table

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

Use the table to record the date, time, location and attendance of all meetings held – you should print a copy to record who attended each meeting. You may redact names from the mandatory publicly available version of this report. If you choose to do this please provide two versions, one marked 'confidential' with full details and the other marked 'public' with redactions for publication. You must also provide the original signed version of the table as a separate document as supporting evidence.

C.1.2. Pictures from physical meeting(s) (best practice)

You may include pictures of the physical meeting to help readers of this document understand who attended and what the consultation looked like.

C.2. Minutes of physical meeting(s)

Your Minutes must follow Agenda headings that clearly summarise the discussions and outcomes on key themes of the project. A suggested Agenda to provide a meaningful consultation is provided below – your minutes should show how you paid attention to women's groups or other marginalised groups during the consultation. Note, you must summarise all stakeholders' comments in C.3 and the outcome of your discussion on Continuous Input / Grievance Expression methods in Section D.

a) *Opening of the meeting*
b) *Explanation of the project in non technical terms*
c) *question and answer session about the project*
d) *Discuss any potential risks of the project (negative impacts)*
e) *Then follow the discussion on risks with the positive impacts*
f) *Discuss the monitoring plan for sustainable development impacts*
g) *Discuss the mechanism for input and grievance*
h) *Closure of the meeting*

C.2.1. Minutes of other consultations

Please summarise minutes of other consultations

C.3. Assessment of comments from all consultations above

Please complete the table

Gender of Stakeholder	Stakeholder comment	Was comment taken into account (Yes/ No)?	Explanation (Why? How?)

Summarise all comments made by stakeholders in the table and indicate their gender. All serious, reasonable and proportional concerns raised by stakeholders during the stakeholder consultations must be addressed, accounted for or justified. A gender lens must be applied when assessing the relevance of stakeholder comments. Clearly mark any agreed mitigation measures that need to be monitored and transfer to the PDD)

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	

You may ask stakeholders to provide written evaluation of the meeting, a suggested table is provided below. If you choose to do this, please add at least 4-5 representative samples in English in this document and append original evaluation forms.

C.4. Summary of alterations based on comments

Provide a summary of how stakeholder comments and evaluations have been taken into account (where applicable) and clearly state any aspect of the project that has been modified in response. You should bear in mind that changes in Project Design in response to feedback generally increase local ownership of and interest in the project and enhance sustainable development.

SECTION D. CONTINUOUS INPUT / GRIEVANCE MECHANISM

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

	Method Chosen (include all known details e.g. location of book, phone, number, identity of mediator)	Justification of Choice (best practice)
Continuous Input / Grievance Expression Process Book (mandatory)		
GS Contact (mandatory)	help@goldstandard.org	
Telephone access (optional)		
Internet/email access (optional)		
Nominated Independent Mediator (optional)		
Other		

Use the table to summarise the Continuous input / grievance mechanism expression method agreed with local stakeholders and a justification of the chosen methods. You will be required to copy the chosen method (s) to the PDD for transparency and monitoring purposes.

SECTION E. STAKEHOLDER FEEDBACK ROUND

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

Retroactive projects are those that start before an initial, physical consultation following Gold Standard requirements. A physical meeting is a mandatory step in a Gold Standard consultation, so retroactive projects may either conduct the usual 2 separate consultations or integrate a physical meeting into the Stakeholder feedback Round. Check the box to indicate when a project is retroactive and has integrated a physical meeting into the SFR and use the section A to D to report on the physical meeting.

E.1. Length of the Feedback Round

Stakeholder Feedback Round	Planned	Actual
Start Date	☐	☐
End Date	☐	☐

Use the table to note the timing of the Feedback Round noting that the mandatory duration is two months – the start date is recommended to be after the first round of preliminary review to allow for certification feedback to be considered. The SFR must be closed and reported on before validation is completed.

Use the checkboxes to indicate the current status of dates (planned/actual status will likely change during the certification process).

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

All stakeholders invited to participate in the first consultation should be invited to the Stakeholder Feedback Round. The invitees to the feedback round must be listed in this section along with a description of the documents and methods used to seek comments.

The Project Developer should provide feedback to the stakeholders on how comments from the first round of consultation (usually the physical meeting) have been considered and offer another opportunity to seek comments from stakeholders.

Revised project documentation (including this document) should be made accessible via a website or online platform, you can also consider providing hard copies of the documents available at community places.

As a minimum, the public view of documents on the Gold Standard Registry must be shared with all stakeholders who were invited to the original consultation by email. An example link here, where [xxxx] will be replaced by the specific project url.

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

Summarise feedback received (if any) during the stakeholder feedback round and if the project design was changed as a result of this feedback.