Monitoring Report Template

General Instructions and Document Overview

This template is for the monitoring of Offset Network projects.

To complete this Project Plan Template, please refer to the instructions listed under the section headings. For the title page, please complete the information listed in the box. Instructions may be deleted from the final submitted document.

Following the submission of the Monitoring Report, and acknowledgement of any requirements from your assigned peer verifier, The Offset Network Executive Committee will forward the report to your peer verifier. The peer verifier has 90 days to review your monitoring report and submit verification findings to The Offset Network. If a site visit is required (for new projects), the process may require a full semester for completion of peer verification. Once the peer verifier submits the verification report, The Executive Committee will review the monitoring report and verification reports before issuing the project credits.

If this report is incomplete, or if it fails to meet the requirements for peer review of the project, The Executive Committee will notify you of changes needed.

For more information regarding peer-reviewed offsets or the peer verification process please visit: [https://offsetnetwork.org](https://offsetnetwork.org/project-pathways)

*This template draws from the existing template guidance provided by: Verified Carbon Standard (VCS) – Monitoring Report Template*

[Project Title]

|  |
| --- |
| General Project Information |
| Project Title | *Name of project* |
| Project ID | *ID number of the project, if registered with the Offset Network* |
| Date Submitted | *When did you submit this plan to The Offset Network Executive Committee?* |
| College or University  | *Academic institution developing the project* |
| Prepared by | *Individual responsible for preparing this report* |
| Contact | *Telephone, email address, website for office, physical address etc.* |
| Method of Project Review | *Identify the methodology you use to guide project monitoring.* |
| Monitoring Period | *Portion of the project timeline (MM-DD-YY to MM-DD-YY) that this monitoring report covers.*  |

1. Project Details

1.1 Provide a summary description of the project, including the following (no more than one page):

* A description of the technologies/ measures (plant, equipment, process, or management or conservation measure) included in the project.
* The relevant implementation dates (dates of construction, commissioning, and continued operation periods).
* The total GHG emission reductions or removals generated in this monitoring period.
* Identify the specific type of GHG activity the project represents*.*
	1. Identify project proponents:

Provide contact information for the main and ongoing proponents of the project. Copy and paste the table as needed.

*Note:* if the project is student-led, do include the main student contacts, but be sure to note in the space provided if the proponent’s involvement will be short or long-term.

|  |  |
| --- | --- |
| **Institution Name:** |  |
| **Contact Person Name:** |  |
| **Title (if applicable):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Short Term involvement**  | *Place an x here if this proponent will no longer be involved after this academic year* |
| **Long Term involvement** | *Place and x here if this proponent is a longer-term contact for this project*  |
| **Other notes:**  | *Include any additional information about this proponent that may be useful to peer verifiers* |

* 1. Other Project Participants

Provide contact information and roles/responsibilities for any other project participant(s). Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Organization Name:** |  |
| **Contact Person Name:** |  |
| **Title (if applicable):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Short Term involvement**  | *Place an x here if this proponent will no longer be involved after this academic year* |
| **Long Term involvement** | *Place and x here if this proponent is a longer-term contact for this project*  |
| **Other notes:**  | *Include any additional information about this proponent that may be useful to peer verifiers* |

* 1. Project Start Date

MM-DD-YY

* 1. Total Project Duration (crediting period)

Enter the total estimated duration of this project
Note: The Offset Network will require re-validation of projects at 10 year intervals

* 1. Project Location
	Indicate the location of the project and provide the geographic boundaries.
	2. Other Programs
	State, as applicable, whether this project is receiving credits through any other GHG program, or of any other type (ex: RECs)
	3. Sustainable Development and Project Co-Benefits
	Indicate how the project contributes to sustainable development goals, as well as any environmental, social, educational, or research co-benefits. (no more than one page, however, you may include links.)
1. Implementation Status

2.1 Implementation of Project Activities
Describe the implementation status of the project activity(s), including information on the following:

* The operation of the project during this monitoring period, including any events that may impact the GHG emission reductions or removals and monitoring capabilities.
* Where applicable, describe how leakage and non-permanence risk factors are being monitored and managed (for AFOLU projects. delete this bullet if not-applicable)
* Any other changes
	1. Methodology Deviations
	Describe and justify any deviations from the methodology noted on the title page of this monitoring report.
	2. Project Description Deviations
	Describe and explain the reasons for any deviations from the Project Description Document (PDD) during this monitoring period. Indicate whether these deviations impact the applicability of the chosen methodology, additionality, or suitability of the baseline scenario. Describe the outcomes.

Also, if any project deviations occurred during previous monitoring periods, describe those deviations and their outcomes here.

* 1. Grouped Project
	If this is a grouped project, note additional instances of the project here, and whether you seek peer verification for all instances during this monitoring period. If so, you must include monitoring data for each project instance.
	Note: For projects to be registered as group projects, approval of each project is required by the Offset Network in advance of the first project monitoring report. Contact the Executive Committee before including more than one project boundary in the monitoring report.
	2. No Net Harm
	Describe any potential negative environmental or social impacts of the project during this monitoring period and the steps taken to mitigate them.
	3. Local Stakeholder Communication
	Describe the process for and the outcomes from ongoing communication with pertinent local stakeholders to the project. Include information on how communication happened during this monitoring period, how information was collected from stakeholders, and how the project responded to stakeholder input. Indicate whether and how the communication will be maintained, and if updates to the project description or monitoring plan are appropriate based on stakeholder feedback.
1. Monitoring Data

3.1 Data and Parameters Available at Project Validation

Use the table below to outline all data parameters available to the project at validation that will remain fixed throughout the project’s lifetime. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Data / Parameter |  |
| Data unit | *Indicate the unit of measure* |
| Description | *Provide a brief description of the data/parameter* |
| Source of data | *Indicate the source(s) of data*  |
| Value applied | *Provide the value applied* |
| Justification of choice of data or description of measurement methods and procedures applied | *Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (eg, what standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix.* |
| Purpose of the data | *Indicate one of the following:* * *Determination of baseline scenario (AFOLU projects only)*
* *Calculation of baseline emissions*
* *Calculation of project emissions*
* *Calculation of leakage*
 |
| Comments | *Provide any additional comments* |

3.2 Data and Parameters Monitored
Complete the table to report data and parameters used during this monitoring period. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Data / Parameter |  |
| Data unit | *Indicate the unit of measure* |
| Description | *Provide a brief description of the data/parameter* |
| Source of data | *Indicate the source(s) of data* |
| Description of measurement methods and procedures to be applied | *Specify the measurement methods and procedures, any standards or protocols to be followed, and the person/entity responsible for the measurement. Include any relevant information regarding the accuracy of the measurements (eg, accuracy associated with meter equipment or laboratory tests).* |
| Frequency of monitoring/recording | *Specify measurement and recording frequency* |
| Value monitored | *Provide an estimated value for the data/parameter* |
| Monitoring equipment | *Identify equipment used to monitor the data/parameter including type, accuracy class, and serial number of equipment, as appropriate.* |
| QA/QC procedures to be applied | *Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable.* |
| Purpose of the data | *Indicate one of the following:* * *Calculation of baseline emissions*
* *Calculation of project emissions*
* *Calculation of leakage*
 |
| Calculation method | *Where relevant, provide the calculation method, including any equations, used to establish the data/parameter.* |
| Comments | *Provide any additional comments* |

3.3 Monitoring Plan

Describe the process and schedule for using the data and parameters indicated in the above tables. Include the responsibilities of the personnel who carried out the monitoring parameters; the method by which data collected was recorded and organized; the approach to sampling (if applicable) including sample sizes, method for identifying sample sections or plots, replication, frequency of quality assurance or quality control methods such as calibration, and where applicable, indicate whether the proper confidence or precision level has been met.

If needed, feel free to include any diagrams or charts in this section.

1. Quantification of GHG Emissions Reductions or Removals

4.1 Provide the baseline emissions
 Attach any spreadsheets or include any formulas that would allow the peer verifier to reproduce your
 calculations.

* 1. Project Emissions
	Calculate the project emissions for this monitoring period. Attach any spreadsheets or include any formulas that would allow the peer verifier to reproduce your calculations.
	2. Leakage
	Indicate any leakage emissions, attaching any information or tools required for the peer verifier to reproduce your calculations.
	3. Net GHG Reductions and Removals
	Quantify the net GHG reductions and removals for this monitoring period. Provide any attachments or formulas required for the peer verifier to reproduce your calculations.
	4. AFOLU Projects: Net Change and Permanence Risk
	For AFOLU projects only, use the table below to show net change in carbon stocks. Also, include the non-permanence risk rating and calculate the total number of buffer credits that need to be deposited into the AFOLU pooled buffer account. Attach the non-permanence risk report as either an appendix or a separate document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Baseline emissions or removals (tCO2e) | Project emissions or removals (tCO2e) | Leakage emissions (tCO2e) | Net GHG emission reductions or removals (tCO2e) |
| Year A |  |  |  |  |
| Year... |  |  |  |  |
| **Total**  |  |  |  |  |

# APPENDIX X: <title of appendix>

*Add appendices for supporting information. Delete this appendix (title and instructions) if no appendix is required.*