**Please note:** this template is for CCMPs in sectors other than land use, which do not include GHG removals. For CCMPs in this sector, please use either “Monitoring Report (reforestation, restoration, and woody crops) V 1.0” template or “Monitoring Report (REDD+) V 1.0” template.

**Cover page:** free design, corporate logos can be used (recommended). The content presented here is mandatory, but the format can be changed.

**See general filling instructions on page 3.**

Delete this box.

Monitoring Report

(Insert CCMP name here)



|  |  |
| --- | --- |
| Document prepared by | (Name(s) of the person(s) or entity preparing this document) |
| Date of preparation | (Day.month.year of elaboration) |
| Monitoring period | (Day.month.year to day.month.year) |
| Contact | (Physical address, e-mail, telephone number(s), website) |

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Instructions for completing this document

When completing this document, please delete the instructions given in each section.

The content presented here is mandatory, but the format can be changed. If for any reason a section or sub-section does not apply, do not delete it but indicate that it does not apply.

Once you have added all the necessary content, regenerate the table of contents of this document (right click somewhere in the table of contents, in the pop-up menu select “Update fields” and finally choose “Update entire table”).

The PDD must be delivered in Acrobat (.pdf) format. In Microsoft Word, when generating the document in this format (*Save as*, pdf format), **activate** the option “*create bookmarks using: headers*”).

**Doing so will facilitate the work and reduce the VVB's and certifier's management time**.

Graphical user interface, text, application, email

Description automatically generated

Acronyms

Insert in alphabetical order the acronyms and abbreviations used in the Monitoring Report.

|  |  |
| --- | --- |
| **GHG** | Greenhouse Gases |
| **CCMP** | Climate Change Mitigation Programme or Project |
| **PDD** | Project Description Document |
| **SDGs** | Sustainable Development Goals |

General information on the CCMP

CCMP holder information

|  |  |
| --- | --- |
| Full name(s) |  |
| Name of institution (if applicable) |  |
| Roles or responsibilities |  |
| Identification |  |
| Location |  |
| Telephone(s) |  |
| E-mail address |  |

Description of the status of implementation of the CCMP

Provide a summary description of the status of implementation of the CCMP, including the following:

Current phase.

Net GHG emissions reductions achieved in this monitoring period.

Grouped project

Indicate whether the CCMP added any new participants or operational units.

Deviations of CCMP implementation from the PDD

Detail if during the monitoring period there were deviations in the processes, machinery, or technologies, according to the type of CCMP, with respect to what is established in the PDD.

Quantification of net GHG emissions and net GHG emissions reductions

Quantify the net GHG emissions and net GHG emissions reductions (including avoidance, displacement, or destruction) of the CCMP by providing sufficient information to make the calculation reproducible. The process and results should be presented in a separate file (Excel or equivalent).

In the following table, list the reductions (including avoidance, displacement, or destruction) of net GHG emissions of the CCMP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monitoring period | Baseline scenario | Project scenario | | Net Reduction |
| Emissions | Emissions | Leakage |
|  |  |  |  |  |

Co-benefits and contributions to the UN's Sustainable Development Goals

Report co-benefits, if any, in this section. If you wish to voluntarily report contributions to the SDGs, please report them in “***Cercarbono's Tool to Report Contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals***”, available on its website: [www.cercarbono.com](https://www.cercarbono.com/en/), section: Documentation.

Data and parameters

Attached to the template you will find in Excel file the data or parameters to be monitored in the CCMP (in case of using a different methodology than Cercarbono, please monitor the relevant data or parameters and present them in a separate file (Excel or equivalent)); in case any of them are not monitored, please justify the reason why.

References

List all references used in the development of the Monitoring Report. All references should be available for consultation by the VVB.

Reference and template history

|  |  |  |
| --- | --- | --- |
| **Type of CCMP to which it applies** | | This template applies to CCMPs in sectors other than the land use sector. |
| **Version** | **Date** | **Comments or changes** |
| 1.0 | 30.10.2019 | Initial version. |
| 1.0.1 | 25.10.2021 | Change of logo in the Excel template. |
| 2.0 | 31.01.2022 | Change of format (from Excel to Word), redesign and improvement of content. Addition of filling instructions in each section. |

(Do not delete or alter this section, delete this instruction).

Document history (Monitoring Report)

Indicate in this section the complete history of the Monitoring Report, with the **correct and updated** versions and edit dates, and include a brief description of the changes made with respect to the previous version. It is appreciated that changes made after the initial version are made in a different font colour (blue is suggested), as this facilitates the review and approval process.

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or changes** |
| 1.0 |  | Initial document version. |
|  |  |  |