**Note:** This template is for CCMPs in sectors other than land use, which do not include GHG removals.

**Cover page:** Free design, corporate logos (recommended) or images alluding to the CCMP can be used.

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

When filling in the sections, change the pink lettering to black.

Delete this box.



Monitoring Report for CCMP in Sectors Other Than Land Use

(Insert name of CCMP here)



|  |  |
| --- | --- |
| Document prepared by | Name(s) of the programme or project proponent(s). |
| Date of preparation | Day.month.year of elaboration. |
| Monitoring period | Day.month.year to day.month.year. |
| Contact | Physical address, email address, 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 **Monitoring Report** 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: Headings”.

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



Acronyms and abbreviations

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

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

CCMP general information

CCMP description

Provide a brief description (300-500 words) of the programme or project activity implemented, including the duration or lifetime of the CCMP, location, component areas, facilities, or processes, installed capacity, sectoral scope, and type of CCMP[[1]](#footnote-2).

CCMP holder information

Provide information on the natural or legal person who has a legal document of representation, issued, or endorsed by the CCMP holder or by persons or organisations granting certain rights with respect to the CCMP, including the withdrawal of the GHG emission reduction certificate. Legal evidence of representation must be attached.

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

Information from other CCMP institutional stakeholders

Provide information on persons or organisations relevant to the CCMP. Duplicate this table if necessary, using one for each participant.

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

Status of CCMP implementation

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

* Current implementation phase.
* The net GHG emission reductions achieved in this monitoring period.
* Specify the number of previous verifications (if any).

Spatial and temporary limits of the CCMP

Spatial limits

Report and justify any changes in any of the areas, facilities, or processes of the CCMP.

Time limits

Specify the time limits of the CCMP monitoring (start date: day.month.year and end date: day.month.year).

Deviations of CCMP implementation from the PDD

Specify 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.

Methodological deviations

Please specify if any methodological deviations occurred during the monitoring period and that these were approved.

GHG emission sources

List in the monitored period, the activity and type of GHGs that the CCMP has accounted for in the baseline scenario and has controlled or generated in the project scenario and, if applicable, leakage. Justify the addition or removal of default or new types of GHGs to be included.

| **Activity** | **Baseline scenario** | **Project scenario** | **Leakage** |
| --- | --- | --- | --- |
| **CO2** | **CH4** | **N2O** | **CO2** | **CH4** | **N2O** | **CO2** | **CH4** | **N2O** |
|  |  |  |  |  |  |  |  |  |  |

Quantification of net GHG emissions and net GHG emission reductions

Quantify, for the monitored period, the net GHG emissions and net GHG emission reductions (displacement of a more-GHG-intensive output, energy efficiency, fuel or feedstock switching, GHG emissions avoidance or GHG 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 table below, please list the net GHG emission reductions of the CCMP.

|  |  |  |  |
| --- | --- | --- | --- |
| Monitoring period | Baseline scenario | Project scenario | Net reduction |
| GHG emissions | GHG emissions | Leakage |
|  |  |  |  |  |

Provide a description that the GHG emissions of the baseline scenario and the GHG emission reductions of the project scenario are not underestimated or overestimated, respectively.

Provide a general description of the criteria, procedures or good practice guidelines used for the calculation of GHG emissions and GHG emission reductions.

Leakage

Provide the result of the activity data monitoring and the calculation of the actual total leakage associated with the CCMP, together with the corresponding supporting documentation.

Re-evaluation of the baseline scenario

Provide information on any changes the CCMP has made that affect the baseline scenario proposed in the PDD.

Natural disturbances and other catastrophic events

State whether natural disturbances (droughts, fires, floods, etc.) or catastrophic events (wars, vandalism, burning by third parties, etc.) occurred during the monitoring period.

Stakeholder consultation

If applicable, report on whether the CCMP has complied with the stakeholder consultation document and whether there have been any changes to areas, facilities, or processes in the CCMP that modify what was agreed between the CCMP and the stakeholders.

Uncertainty

In calculations of reduction of GHG emissions, be aware of the aggregate uncertainty of mitigation results. Consider *ISO/IEC Guide 98-3* for assessing and expressing measurement uncertainty.

Contributions to the United Nations Sustainable Development Goals

Report CCMP contributions during the monitoring period to the UN Sustainable Development Goals in the ***Cercarbono's Tool to Report Contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

Legal and documentary issues

Legal requirements

Review and assess whether the CCMP describes and justifies compliance with governing laws, statutes, and regulatory frameworks (local, regional, and national) that apply to the programme or project activity, including applicable environmental legislation and requirements (in line with the No Net Harm principle) and the CCMP's record of concrete actions, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rule or law** | **Type (legal, environmental, other)** | **Applicability/Compliance (full or partial)** | **Justification** |
|  |  |  |  |

Link with NDCs

Review and assess whether the GHG emission reductions associated with carbon credits are covered by a communicated target in the NDCs of the country in which the credits will be generated.

Grouped project

State whether the CCMP added new participants or operational units, provided that the CCMP has been designed as grouped in the PDD.

Data and parameters

Attached to the template, you will find in an Excel file the data or parameters to be monitored in the CCMP. In case of using a methodology other than Cercarbono, please monitor the relevant data or parameters and submit them in a separate file (Excel or equivalent). If any are not monitored, please justify.

Information management

Describe the procedure used for the management and quality of data and information, including the assessment of uncertainty.

References

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

Document history (Monitoring Report)

Provide the full history of the Monitoring Report, with correct and updated versions and edit dates, and include a brief description of changes made from 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 processes.

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or editions** |
| 1.0 | Day.month.year | Initial document version. |
|  |  |  |

Template history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or editions** |
| 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. |
| 3.0 | 01.08.2022 | Content adjustments and editorial changes. |

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

1. Sectoral scopes, type of CCMP and activities covered by the voluntary carbon certification of Cercarbono are detailed in ***Cercarbono's Protocol for Voluntary Carbon Certification***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation. [↑](#footnote-ref-2)