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**Project Management Plan**

(Insert name of project here)

|  |  |
| --- | --- |
| Document prepared by | Name(s) of the project proponent(s). |
| Date of preparation | DD.MM.YYYY of elaboration. |
| Contact | Physical address, email address, telephone number(s), website. |

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Instructions for completing this document

Please delete this instruction when filling out this document. The content provided here is mandatory, but the format is subject to change. If a section or sub-section does not apply for any reason, please indicate that it does not apply rather than deleting it.

Once all necessary content has been added, update the table of contents in this document by right-clicking somewhere in the table of contents, selecting “Update fields” from the pop-up menu, and then choosing “Update entire table”.

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The ***Project Management Plan (PMP)*** must be submitted in Acrobat (.pdf) format. When converting the document to this format in Microsoft Word (Save as, pdf format), ensure that the option 'Create bookmarks using: Headings' is activated. This will simplify the process and reduce the management time of the Independent Expert Panel (IEP) and the Cercarbono Biodiversity Certification Programme (CBCP) team.

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Acronyms and Abbreviations

Insert in alphabetical order acronyms and abbreviations used in the PMP.

|  |  |
| --- | --- |
| **BCP** | Biodiversity Crediting Project |
| **CBCP** | Cercarbono Biodiversity Certification Programme |
| **IEP** | Independent Experts Panel |
| **PMP** | Project Management Plan |

Project overview

Background of the project

Project objectives

Scope and constraints

Justification

Primary focus of urgent project action

Policy and regulatory framework

Benefits and impact

Project description

Definition of the target area[[1]](#footnote-2)

Project boundaries delimitation[[2]](#footnote-3)

Assessment of land and resource tenure in the project area[[3]](#footnote-4)

Identification of drivers contributing to biodiversity loss

Evaluation of potential risks of displacement

Description of eligible activities under the CBCP

Establishment of key biodiversity indicators and metrics for CBCP Activities

Alignment with CBCP core principles

Consideration of additionality in project implementation

Determination of crediting period

Alignment from local to global level (including reporting NBSAPs)

Stakeholder engagement

Engagement with the community

Collaboration through public-private partnerships

Involvement of local communities and indigenous peoples

Provision of social and environmental safeguards

Description of the public consultation process

Risk assessment and management

Environmental risk analysis

Social risk evaluation

Financial risk assessment

Mitigation strategies and contingency plans

Methodology selection[[4]](#footnote-5)

Suitability of the methodology for the project

Alignment with project objectives

Feasibility within project constraints

Compatibility with available resources

Benchmark assessment

Implementation Plan

Description of project actions and interventions

Anticipated biodiversity gains

Milestones and timeline for implementation

Roles and responsibilities

Contingency plans for potential challenges

Credits calculation

Financial plan for project actions and interventions

Agreements on benefit-sharing among stakeholders

Monitoring and verification

Establishment of key performance indicators

Procedures for data collection and analysis

Quality assessment and control measures

Monitoring of compliance with performance standards

Integration of independent monitoring tools

Assessment of stakeholder engagement monitoring

Procedures for managing grievances and disputes

Reporting

References

PMP document history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or editions** |
| 1.0 | DD.MM.YYYY | Initial version. |
|  |  |  |

Template history

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| **Version** | **Date** | **Comments or changes** |
| 1.0 | 14.06.2024 | Initial version. |

Annexes

A.1 Maps, charts, and graphs

A.2 Supplementary data

1. For non-area based projects, replace this section with ‘3.1 Definition of Target Species or Ecosystem’. [↑](#footnote-ref-2)
2. For non-area based projects, replace this section with ‘3.2 Identification of Key Biodiversity Components’. [↑](#footnote-ref-3)
3. For non-area based projects, replace this section with ‘3.3 Assessment of Biodiversity Stakeholders and their interests’. [↑](#footnote-ref-4)
4. If during the 'Innovation phase' the project decides to develop its own methodology, it is suggested that the content of this section follows the guidance proposed in Annexe 2 of the *Cercarbono's Biodiversity Certification Programme Protocol*. [↑](#footnote-ref-5)