

VCS REQUANTIFICATION Report Template

This template is for the preparation of VCS requantification reports as outlined in the *VCS Methodology Change and Requantification Procedure.*

Instructions for completing the requantification report template:

**FILE NAME:** Use the following format for the file name of the completed document:

* VCS Requant\_R\_Project ID\_DDMMMYYYY-DDMMMYYYY

‘DDMMMYYYY-DDMMMYYYY’ should be the start and end dates of the monitoring periods being requantified. If revised documents are submitted, add ‘\_round#\_track’ or ‘\_round#\_clean’ to indicate the review round (1-3) and if it is the clean or track changes version of the document.

**FILE TYPE:** Submit the document as a non-editable PDF.

**TITLE PAGE FORMATTING**: This document may feature the requantification report title using size 24, regular (non-italic) Century Gothic font. Fill in and complete each row of the table using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL FORMATTING:** Complete all sections using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL INSTRUCTIONS**: Specific instructions for completing each section of the requantification report template are located under the section headings in this template. Instructions relate back to the rules and requirements set out in the *VCS Standard* and accompanying program documents. The preparer will need to refer to these documents to complete the template.

Note: The instructions in this template are to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.

Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write “not applicable”).

Delete all instructions, including this introductory text, from the final document.



VCS REQUANTIFICATION REPORT TITLE

|  |  |
| --- | --- |
| Project title | *Name of the project* |
| Project ID | *Verra Project ID* |
| Crediting period | *Enter the start and end dates of the current project crediting period*  *DD-Month-YYYY to DD-Month-YYYY* |
| Monitoring periods selected for requantification | *Example:*  *DD-Month-YYYY to DD-Month-YYYY*  *DD-Month-YYYY to DD-Month-YYYY*  *DD-Month-YYYY to DD-Month-YYYY* |
| Original date of issue | *DD-Month-YYYY is the date the requantification report was submitted to the Verra Registry following the completion of the audit.* |
| Most recent date of issue | *DD-Month-YYYY is the date on which the document was most recently submitted to the Verra Registry* |
| Version | *Version number of this document* |
| *VCS Standard* Version | *Version number of the* VCS Standard *used by the project* |
| *Previous applied methodology* | *Name and version number of the previous applied methodology* |
| *New applied methodology* | *Name and version number of the methodology selected for the requantification* |
| Prepared by | *Individual and organization that prepared this document* |

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# 1 Project Details

## Summary of Updates to Project Description

*Using the table below, provide an overview of the sections of the project description that were updated to apply the new methodology in full. Refer to the* Methodology Change and Requantification Procedure *for the sections to be updated.*

|  |  |
| --- | --- |
| Project description section | **Description and justification of revision** |
| *Example: Section 3.4* | *Description and justification of updates made to the baseline scenario section* |
|  |  |

## Audit History

Using the table below, include the audit history of the project. This table should include the audits conducted for all monitoring periods, including the audit conducted for the Requantification Approval Request. Rows may be added to the table as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit type | **Period** | **Program** | **Validation/verification body name** | **Number of years** |
| *Validation/ verification audit* | *(DD-Month-YYYY-- DD-Month-YYYY)* | *VCS* | *Validation/verification body name* | *One year* |
| Requantification audit | … |  |  |  |

## Project Proponent

Provide contact information for the project proponent(s). Copy and paste the table as needed.

|  |  |
| --- | --- |
| Organization name |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email | *Note: The email address domain must match that of the organization* |

## Other Entities Involved in the Project

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

|  |  |
| --- | --- |
| Organization name |  |
| Role in the project |  |
| Contact person |  |
| Title |  |
| Address |  |
| Telephone |  |
| Email | *Note: The email address domain must match that of the organization* |

## Project Crediting Period

|  |  |
| --- | --- |
| Crediting period | ☐ *Seven years, twice renewable*  ☐ *Ten years, fixed*  ☐ *Other (state the selected crediting period and justify how it conforms with the VCS Program requirements)* |
| Start and end date of first or fixed crediting period | *DD-Month-YYYY* to *DD-Month-YYYY* |

## Project Location

Indicate the project location and geographic boundaries (if applicable) including a set of geodetic coordinates.

For AFOLU projects, GCS projects, grouped projects, or projects with multiple project activity instances, a separate KML file is required.

## Title and Reference of Methodology

Provide the following information for the methodology(s), tools, and modules selected for the requantification being applied to the project (where applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type (methodology, tool or module).** | **Reference ID, if applicable** | **Title** | **Version** |
| Example:  Methodology | Example:  VM0007 | Example:  VM0007 REDD+ Methodology Framework (REDD+MF), | Example:  6.0 |
| ... | ... | ... | ... |

## Commercially Sensitive Information

Indicate whether any commercially sensitive information has been excluded from the public version of the monitoring report using Appendix 1, and briefly describe the items to which such information pertains. Provide justification for why the information is commercially sensitive and confirm that it is not otherwise publicly available.

Note - Information related to the determination of the baseline scenario, demonstration of additionality, and estimation and monitoring of GHG emission reductions and removals (including operational and capital expenditures) cannot be considered to be commercially sensitive and must be provided in the public versions of the project documents.

# Implementation Status

## Deviations

### Methodology Deviations

Describe and justify any methodology deviations being applied to the project during the monitoring periods selected for requantification. Include evidence to demonstrate the following:

* The deviation does not negatively impact the conservativeness of the quantification of GHG emission reductions or carbon dioxide removals.
* The deviations relate only to the criteria and procedures for monitoring or measurement, and do not relate to any other part of the methodology.

### Project Description Deviations

Describe and justify any project description deviations being applied to the project during the monitoring periods selected for requantification. Provide explanation of the following:

* Whether the deviation impacts the applicability of the methodology, the project additionality, or the appropriateness of the baseline scenario.
* Provide an explanation of the outcome of any deviations.

.

## Baseline Reassessment

Is the project subject to baseline reassessment requirements?(e.g., refer to Sections 3.2.6 and 3.2.7 of the VCS Standard, v4.7)

Yes  No

*If yes, the baseline must be reassessed for the purpose of applying the Methodology Change and Requantification Procedure. Include a summary on the following:*

* *Details of the use and applicability of the latest approved version of the methodology or its replacement.*
* *Sections in the project description that have been updated to reflect changes in the new baseline.*
* *Indicate whether the baseline scenario is still valid. If the previous baseline scenario is no longer valid, summarize the new baseline scenario as described in the updated project description.*
* *Describe the impact of new relevant national and/or sectoral policies and circumstances on the validity of the baseline scenario, where relevant.*
* *Include the percentage change between the revised baseline emissions provided in the updated project description and the previous baseline emissions.*

# Data and Parameters

## Data and Parameters Available at Validation

Complete the table below for all data and parameters that are determined or available at validation and remain fixed throughout the project crediting period (copy the table as necessary for each data unit/parameter). Indicate whether the data/parameter is the same or revised from the original project description. Data and parameters monitored during the operation of the project are included iin the Data and Parameters Monitored section below.

|  |  |
| --- | --- |
| Data / Parameter |  |
| Revised/different from original project description? | *Yes/no* |
| 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 the data/parameter is revised or was not included in the original project description, provide a justification. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., 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 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 |

## Data and Parameters Monitored

|  |  |
| --- | --- |
| Data / Parameter |  |
| Revised/different from original project description or monitoring report(s)? | *Yes/no* |
| 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 (e.g., accuracy associated with meter equipment or laboratory tests).* Where the measurement methods and procedures are revised or was not included in the original project description, provide a justification. |
| 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.* |

## Monitoring Plan

Describe the process and schedule followed during the monitoring period for obtaining, compiling, and analyzing the monitored data and parameters, set out in Section 4.2 (Data and Parameters Monitored) above.

Include details on the following:

* The methods used for measuring, recording, storing, aggregating, collating and reporting on monitored data and parameters. Where relevant, include the processes used for calibrating monitoring equipment.
* The organizational structure, responsibilities and competencies of the personnel that carried out the monitoring activities.
* The processes used for handling any internal auditing performed and any non-conformities identified.
* The implementation of sampling approaches, including target precision levels, sample sizes, sample site locations, stratification, frequency of measurement and QA/QC procedures. Where applicable, demonstrate whether the required confidence level or precision has been met.

Where appropriate, include line diagrams to display the GHG data collection and management system.

# Quantification of GHG Emission Reductions and Removals

## Baseline Emissions

Quantify the baseline emissions and/or carbon stock changes for each monitoring period being requantified in accordance with the new applied methodology. Baseline emissions may be negative where carbon stock increases (sinks) exceed baseline emissions. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculation. Include all calculations in the emission reduction and removal calculation spreadsheet(s).

## Project Emissions

Quantify project emissions and/or carbon stock changes for each monitoring period being requantified in accordance with the new applied methodology. Project emissions may be negative where carbon stock increases (sinks) exceed project emissions. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculation. Include all calculations in the emission reduction and removal calculation spreadsheet(s).

## Leakage Emissions

Quantify leakage emissions for each monitoring period being requantified in accordance with the new applied methodology. Specify the reductions and removals separately where the applied methodology provides procedures and equations to do so. Include all relevant equations here and provide sufficient information to allow the reader to reproduce the calculation. Include all calculations in the emission reduction and removal calculation spreadsheet(s).

## GHG Emission Reductions and Carbon Dioxide Removals

Quantify the GHG emission reductions (reductions) and carbon dioxide removals (removals) for each monitoring period being requantified in accordance with the methodology selected for the requantification. Include all relevant equations. Copy and paste the tables below for each monitoring period as needed.

Complete the tables below by vintage period (calendar year). Note that the baseline or project emissions subtotals may be negative where sinks exceed emissions. Only specify the estimated VCUs for reductions and removals separately where the applied methodology provides procedures and equations to do so.

For projects that are not required to assess permanence risk, complete the table below for the each requantified monitoring period using the quantification derived from the new applied methodology:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monitoring period** | **DD-MMM-YYYY to DD-MMM-YYYY** | | | | | |
| **Vintage period** | **Baseline emissions (tCO2e)** | **Project emissions (tCO2e)** | **Leakage emissions (tCO2e)** | **Reduction VCUs (tCO2e)** | **Removal VCUs (tCO2e)** | **Total VCUs eligible for issuance (tCO2e)** |
| DD-MMM-YYYY to 31-Dec-YYYY | *Example:*  *50,000* | *Example:*  *20,000* | *Example:*  *10,000* | *Example:*  *10,000* | *Example:*  *10,000* | *Example:*  *20,000* |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

For projects that are required to assess permanence risk:

i) Provide the requested information using the table below:

|  |  |
| --- | --- |
| State the updated non-permanence risk rating (%) from the most recent applicable version of the AFOLU Non-Permanence Risk Tool |  |
| Has the updated non-permanence risk report been attached as either an appendix or a separate document? | Yes  No |
| For ARR and IFM projects with harvesting, state, in tCO2e, the Long-term Average (LTA). |  |
| Has the LTA been updated based on monitored data, if applicable? | Yes  No  If no, provide justification. |
| State, in tCO2e, the expected total GHG benefit to date. |  |
| If a loss occurred (including a loss event or reversal), state the amount of tCO2e lost: |  |

*ii) Complete the table below for each requantified monitoring period* using the values derived from the newly applied methodology*. Note that the buffer pool allocation is split proportionally between the reductions and removals. (For example, if a project achieves 20,000 tCO2e removals and 80,000 tCO2e reductions and has a buffer contribution of 20%, or 20,000, the removal VCUs would be 16,000 and reduction VCUs would be 64,000).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Monitoring period | DD-MMM-YYYY to DD-MMM-YYYY | | | | | | |
| Vintage period | Baseline emissions (tCO2e) | Project emissions (tCO2e) | Leakage emissions (tCO2e) | Buffer pool allocation (tCO2e) | Reductions VCUs (tCO2e) | Removals VCUs (tCO2e) | Total VCUs eligible for issuance (tCO2e) |
| DD-MMM-YYYY to 31-Dec-YYYY | *Example:*  *50,000* | *Example:*  *20,000* | *Example:*  *10,000* | *Example:*  *4,000* | *Example:*  *8,000* | *Example:*  *8,000* | *Example:*  *16,000* |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

*For all projects, state the revised estimated ex-ante GHG emission reductions and carbon dioxide removals and the revised achieved reductions and removals for the requantified monitoring periods based on the new applied methodology. Report the percentage difference and explain any difference. The quantities of reductions and removals are the total quantities before any deductions for buffer credits.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vintage period | Ex-ante estimated reductions/ removals | Achieved reductions/ removals | Percent difference | Explanation for the difference |
| DD-MMM-YYYY to 31-Dec-YYYY |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |
| *…* |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |
| Total |  |  |  |  |

## VCU Reconciliation Summary Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vintage period** | **Approved total VCUs eligible for issuance** | **New total VCUs eligible for issuance** | **Reconciliation percentage (%) = New VCUs/ original VCUs** | **Original total buffer pool allocation** | **New total buffer pool allocation** | **Buffer allocation difference (new total – old total)** |
| *Example:*  *March 1, 2018, to December 31, 2018* | *Example:*  *250,000* | *Example:*  *169,652* | *Example:*  *67.8%* | *Example*  50,000 | *Example*  30,000 | *Example*  -20,000 |
| *January 1, 2019, to December 31, 2019* | 400,000 | 300,000 | 75% | 60,000 | 60,000 | 0 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Complete the table for each calendar year of the monitoring periods being requantified. The purpose of this table is to derive the percentage difference between the original approved quantity of reductions and removals, and the new quantity eligible for issuance (post buffer contribution). This percentage adjustment will be applied equally across all issued VCU blocks requested to be reconciled in each vintage. The start and end dates of each monitoring period must match exactly the dates from the original approved monitoring report. Note that only reconciled VCUs are eligible for the applicable VCU labels.

## 

# Appendix 1: Commercially sensitive information

*Use the table below to describe the commercially sensitive information included in the monitoring report to be excluded in the public version.*

|  |  |  |
| --- | --- | --- |
| Section | Information | Justification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# APPENDIX X: <title of appendix>

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