



Annual Report Template

Version 1.1

Published: March 2014

Project Name:

Location:

Project Developer:

Date:

Reporting Period:





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Introduction

This Annual Report template has been designed to assist project developers in meeting the requirements of the Natural Forest Standard. Active NFS projects shall produce annual reports quantifying carbon benefits, biodiversity rating and social impacts. Annual Reports must be completed at 12 monthly intervals by all active NFS projects to the NFS Secretariat.

These reports should describe the general progress of the project, social performance indicators, any conflict resolution occurrence and outcomes, carbon stock monitoring activities, biodiversity monitoring activities, monitoring reports, resources deployed into the project and the number of Natural Capital Credits issued and sold.

Project Information

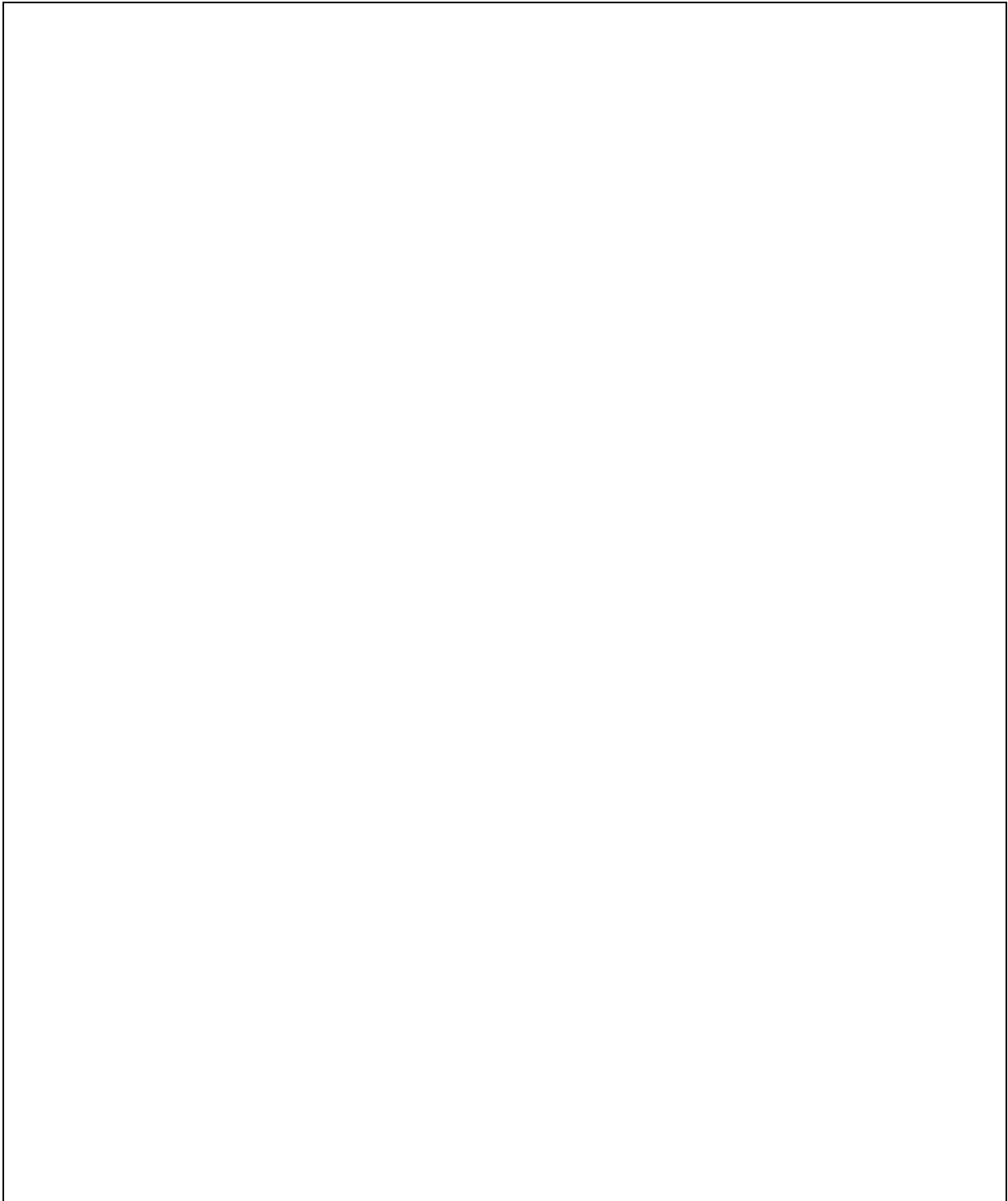
Project Title	
Main Project Proponents	
Start/ End Dates of Project	
Verifier Details	

Report Information

Annual Report Number	
Reporting Organisation	
Reporting Period	
Author(s) and main contributors	
Contact details	



1.0 EXECUTIVE SUMMARY



2.0 PROJECT DEVELOPMENTS, EVENTS AND CHALLENGES THAT OCCURRED IN THIS REPORTING PERIOD

Details of any events that have taken place, an overview of developments made by the projects including details of any corrective actions taken by the project, including changes to project methodology, design or activities as highlighted by project participants or verifier comments (if applicable).



3.0 FINANCIAL PERFORMANCE INDICATORS

	Reporting year	Previous year
PROJECT INCOME		
NCC sales <i>(see section 4)</i>		
Other income		
PROJECT EXPENDITURE		
Operating expenses <i>(see section 5)</i>		
Funds disbursed to benefit distribution mechanism		
Net profit / loss		



3.1 Directors Financial Statement

Summary of the financial position of the project including key events and a statement that the project remains a going concern.



4.0 NATURAL CAPITAL CREDIT SALES

	Reporting year	Previous year
Total NCC's issued to date (tCO2e)		
Total NCC's sold to date (tCO2e)		
NCC's issued in year(tCO2e)		
NCC's sold in year(tCO2e)		
Buffer requirement (tCO2e)		
Buffer held at end of year(tCO2e)		



4.1 Directors Natural Capital Credit Statement

Position of the project in relation to Natural Capital Credits, explaining any changes to the estimated carbon potential of the project or the Buffer stock. Also short description of the progress of credit sales, describing any large customers, and agreed forward contracts for credits.



5.0 OPERATING EXPENSES

	Reporting year	Previous year
[Expense A]		
[Expense B]		
[Expense C]		
Etc.		



5.1 Operating Expenses Report

Description of main operating costs, performance against budget, any exceptional costs incurred etc.



6.0 BIODIVERSITY PERFORMANCE INDICATORS

	Reporting year	Previous year
Normative biodiversity metric (NBM) Score of Project Area – as described in the biodiversity section of the guidance document.		

6.1 Directors Biodiversity Statement

Biodiversity position of the project, explaining any changes to the biodiversity metric score.



7.0 SOCIAL PERFORMANCE INDICATORS

	Reported year	Previous year
Revenue going to benefit distribution mechanism		
Number of FTE jobs for local staff		
Are all positions which could be carried out by the local labour force held by local people?		

Please include details of any other social performance indicators that are relevant to the project. Examples may include education, healthcare, infrastructure and technology investment, etc.



7.1 Social Impact Monitoring Activity

Description of the methods used to monitor social impacts of the project, including a description of activities, or challenges to be addressed in the next reporting period.

7.2 Directors Social Impact Statement

Details of Project fund activities and Benefit Distribution Mechanism; including details of community and economic benefits, or negative impacts resulting from project fund activities and benefit distribution mechanism within the reporting period. This may include a summary of any:

- *Reported negative impacts of mechanism*
- *Mitigation measures for reported negative impacts*
- *Sources of potential for conflict*
- *Socio-economic livelihoods assessment*
- *Beneficiary satisfaction – e.g. through a questionnaire, testimonials etc.*
- *Satisfaction of beneficiaries*



8.0 DISPUTE RESOLUTION REPORT

	Reporting year	Previous year
Number of complaints/ disputes		
Resolved complaints/ disputes		

8.1 Directors Dispute Resolution Statement

Details of disputes that have occurred over the project period and how they have been resolved. Details of any unresolved disputes, with explanation of how they will be resolved.



9.0 MONITORING REPORT

	Reporting year	Previous year
CO2 stocks lost through deforestation or degradation within the project area		

9.1 Carbon Stocks Monitoring Activity

Description of the methods used to monitor carbon stocks, any activities, and any challenges to be addressed in the next reporting period.

9.2 Biodiversity Monitoring Activity

Description of the methods used to monitor biodiversity stocks, any activities, and any challenges to be addressed in the next reporting period.



9.3 Main Threats Identified by Monitoring Activities

Main threats to the project identified in the course of the monitoring process.



9.4 Mitigation of Threats Identified by Monitoring Activities

Plans for how the identified threats will be mitigated and managed.



10.0 PROJECT IMPROVEMENTS, CHANGES AND DEVELOPMENTS FOR THE NEXT REPORTING PERIOD

10.1 Project Management Plan Changes

Description of any changes to the project management plan for the next reporting period.



10.2 Project Activity Summary for Next Reporting Period

Summary of project progress and activities that have occurred within the next reporting period, which demonstrate that the project continues to remain active. This may include details of any major developments, improvements or events of note for the project.



11.0 VERIFIERS REPORT

Summary of the verification report or the annual desk-based audit of the project carried out by the accredited verification organisation, and verifiers' statement.



12.0 CORRECTIVE ACTIONS TO BE ADDRESSED IN NEXT REPORTING PERIOD

Description of major or minor deficiencies will be addressed, any changes to the project methodology planned for the coming year.