**Note:** This template is for project for materials reductions or recirculation.

**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.**

When the sections are completed, change the pink font colour to black.

Delete this box.



Monitoring Report

-Project Name-

*Space for corporate logos*

|  |  |
| --- | --- |
| Document issued by: | Name(s) of the proponent(s) of the project. |
| Date of issuance: | Day.month.year this report was issued. |
| Monitoring period: | Day.month.year to day.month.year. |
| Contact: | Physical address.E-mail address.Telephone number(s).Web site. |

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**Instructions for filling out this document**

This Monitoring Report template is designed for Projects on Circular Economy Materials that wish to issue Circular Credits under the Voluntary Programme on Circular Economy.

**When filling this document:**

* Delete this page.
* Delete the instructions given in each section and all text in this colour.
* If for some reason a section or subsection does not apply, do not delete it but indicate that it does not apply.
* Once you have added all the necessary content, generate the table of contents of this document again (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 it this way will facilitate the work and reduce the VVB's and certifier's management time.**



Abbreviations and acronyms

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

|  |  |
| --- | --- |
| **PDD** | Project Description Document |
| **VVB** | Validation and Verification Body |

1. General information about the project
	1. Information on the project holder

Provide information about the individual or legal entity that holds a legal document of representation, issued, or endorsed by the project holder or by individuals or organisations that grant certain rights with respect to the project, including the withdrawal of the circular credits certificate.

In both cases, legal evidence of representation must be attached.

|  |  |
| --- | --- |
| Name of the institution (if applicable): |  |
| Roles or responsibilities: |  |
| ID: |  |
| Location: |  |
| Phone number:  |  |
| E-mail address: |  |

* 1. Information from other institutional participants in the project

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

|  |  |
| --- | --- |
| Name of the institution (if applicable): |  |
| Roles or responsibilities: |  |
| ID: |  |
| Location: |  |
| Phone number:  |  |
| E-mail address: |  |

* 1. Project description

Provide a brief description (between 300 and 500 words) of the implemented project activity, including the duration or lifetime of the project, the location, the areas, facilities, or processes that compose it. In case this is a Programme of Activities or a Grouped Project, indicate it in this section.

* 1. Status of implementation of the project

Provide a brief description of the implementation status of the project, including the following:

* Current phase of implementation.
* Net material reductions or recirculation achieved in this monitoring period.
* If the project has been previously verified, detail how many verification events conducted.
	1. Spatial and temporal limits of the project
		1. Spatial limits

Report and justify any changes in any of the areas, facilities, or processes that constitute the project.

* + 1. Time limits

Indicate the time limit for monitoring the project (start date: day.month.year and end date: day.month.year).

1. Status of the circular economy Programme of Activities

**If it is not a Programme of Activities, please DELETE the entirety of Section 2.**

Describe the current status of the Programme:

* Dates and names of the circular economy programme activities included so far.
* Verifications conducted with their respective monitoring periods, tonnes reduced or recirculated, and the dates of issuance of the circular credits.
	1. Coordinating entity

Indicate the name of the Coordinating entity.

* 1. Implementation of the Coordinating entity management system

Describe the implementation status of:

* The review process and parameters for circular economy programme activities inclusion.
* Documentary control system for circular economy programme activities.
* Compliance with the principles of the circular credits.
1. Deviations in the implementation of the project

Provide details on any deviations in the processes, machinery, or technologies, that occurred during the monitoring period according to the type of project, with respect to what is established in the PDD.

1. Methodological deviations

Specify whether there were any methodological deviations during the monitoring period and whether these were approved.

1. Quantification of materials reduction or recirculation

Quantify, for the monitored period, the net reductions or recirculation of the project by providing sufficient information to make it possible to reproduce the calculation. The process and results must be presented in a separate file (Excel or equivalent).

In the following table, list the net material reductions or recirculation from the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Baseline scenario | Project scenario | Net reductions or recirculation (tonne/year) |
| **Material[[1]](#footnote-2)**(tonne/year) | **Reduced or recirculated material**(tonne/year) | **Material leakage**(tonne/year) |
|  |  |  |  |  |

Provide an overview of the criteria, procedures, or good practice guidelines used for the calculation of material reductions or recirculation.

* 1. Leakage

Submit the result of the activity data monitoring and the calculation of the total actual leakage associated with the project, together with supporting documentation.

* 1. Reassessment of the baseline scenario

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

* 1. Natural disturbances and other catastrophic events

Indicate whether natural disturbances (droughts, fires, floods, etc.) or catastrophic events (wars, vandalism, third party burnings, etc.) that affected the project occurred during the monitoring period.

1. Project monitoring
	1. Execution of the monitoring plan

Indicate whether the monitoring plan was implemented as planned. If there were any changes, describe and justify them.

* 1. Information management

Indicate whether the information was managed as planned. If there were any changes, describe and justify them.

* 1. *Expost* parameters

List the parameters monitored during the monitoring period and for each of them include the information requested in the methodology, containing at least, but not limited to:

* Type(s) of data and information, including units of measurement.
* Values monitored.
* The origin of the data.
* Monitoring methods (including estimation, modelling, measurement, calculation, and uncertainty approaches).
* Monitoring frequency.
* Monitoring roles and responsibilities, including procedures for authorisation, approval, and documentation of changes to recorded data.
* Controls including internal checking of input, transformation, and output data, and procedures for corrective actions.
1. Legal and documentary aspects
	1. Legal requirements

Indicate any changes or updates to the local, regional, or national regulatory framework that apply to the project.

If an environmental licence, or any other environmental legal requirement, has been requested, indicate how it has been followed up during the monitoring period and provide the corresponding evidence.

* 1. Project documentation

Describe and include supporting or evidentiary documentation demonstrating the project's compliance with the ***Protocol of the Voluntary Programme on Circular Economy***. This documentation must be consistent with the validation, verification, and certification processes.

1. Safeguards

Mention how the project complies with the safeguards as set out in the ***Protocol of the Voluntary Programme on Circular Economy***.

Describe the methodology and procedures for the identification and assessment of environmental and social impacts, considering direct, indirect and cumulative effects. Include the definition of indicators to quantify these impacts and justify the choice of methodology applied.

Detail the preventive, corrective and compensatory actions implemented during project execution to minimise the negative impacts identified. Also describe the monitoring system applied to evaluate the effectiveness of the measures implemented as described in the PDD. Specify the periodicity of data collection, the environmental and social indicators used, and the internal and external verification mechanisms for continuous improvement of project performance.

1. Contributions to the Sustainable Development Goals of the United Nations

Report on the contributions of the project to the UN Sustainable Development Goals generated during the monitoring period, using the ***Tool to Report Contributions of*** ***Circular Economy Initiatives to the Sustainable Development Goals***, available at [www.cercarbono.com](http://www.cercarbono.com).

1. Stakeholder consultation

As established in the PDD, describe any additional processes of engagement or response to complaints and grievances that occurred during the monitoring period. If so, describe how the comments received were considered and how they were communicated.

1. References

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

1. Document history (Monitoring Report)

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

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

1. Template history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or modifications**  |
| 1.0 | 23.06.2023 | Initial version.  |
| 2.0 | 04.03.2025 | Replacement of the acronyms VPCE, PCEM and CEC by their full names.Version with change Global Zero Waste logo. |

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

1. For the Voluntary Programme on Circular Economy, materials are understood as all waste materials that can be used. [↑](#footnote-ref-2)