

GUIDE FOR COMPLETING SOCIAL CARBON REPORTS

INTRODUCTORY NOTES:

- *The Social Carbon Report sets out information relating to the contribution of a project towards sustainable development, and is an essential part of the process of validation, registration and verification required by Social Carbon Guidelines. The procedures, eligibility requirements, indicators and guidance on application of Social Carbon methodology are available at www.socialcarbon.org.*
- *The Social Carbon Report contains an analysis of the socio-economic and environmental impact of the project, the indicators applicable to the enterprise/community in question, and details of the method used to diagnose and monitor social-environmental performance.*
- *The project developer must submit the Social Carbon Report, together with information and evidence attached where necessary, for validation/verification to a third party, to confirm its compliance with the requirements set out in Social Carbon Guidelines.*
- *Where applicable, the diagnostic for the community must be presented separately from that carried out for the enterprise. Two distinct reports must be delivered, even if they refer to the same project.*
- *Passages of this guide in italics are advice notes for completing the Social Carbon Report, and are not part of the template for the presentation and structure of the document.*

DOCUMENT REVISION HISTORIC

Version	Description of the main changes	Date of revision
01	First Version	19/02/2008
02	Adjustments in the document's structure, in the order of sections, and inclusion of the section 3.2. Changes concerning the environmental impacts section, which now is presenting the impacts related to all the activities involved with the enterprise.	13/09/2008
03	Modifications in the layout format and additional information on the Results Analysis	01/10/2008

1. Identifying the Project

Basic Information

Indicators	<i>Specify which SCM indicators, and which versions, were used in the diagnostic</i>
Project Name	<i>Must be the same name used in the Project Design Document</i>
Diagnostic	<i>State whether for enterprise or community</i>
Year-Point of Project	<i>Number of Point (Zero, 1, 2, 3...)</i>
Date of diagnostic	<i>Date of application of the indicators and carrying out of diagnostic (dd/mm/yyyy)</i>
Date of completion of report	<i>(dd/mm/yyyy)</i>
Date for carrying out next diagnostic	<i>(dd/mm/yyyy)</i>
Location	<i>Location where indicators were applied (city/state/country)</i>

Identifying the Researcher

Name	<i>Name(s) of researcher(s) responsible for applying indicators and drawing up report</i>
Address	<i>Correspondence address for researcher(s)</i>
Phone	<i>Contact telephone number for researcher(s)</i>
Email	<i>Email address for researcher(s)</i>

Identifying the Project Developer

Name	<i>Name of the organization developing the project to reduce or capture greenhouse gas emissions</i>
Address	<i>Correspondence address for developer</i>
Phone	<i>Contact telephone number for developer</i>
Email	<i>Email address for developer</i>

2. General description of the reduction of GHG emissions Project activity

2.1. Context and history of the reduction of GHG emissions project

- *The context of the project refers to a description of the time and space in which the emission reduction project has been developed, as well as a brief characterization of the enterprise/community affected by the project activity. This section has the objective to present the readers basic information on the emission reductions project, and it shall contain, minimally:*
 - *Location of enterprise/community*
 - *General characterization of enterprise/community*
- *The history of the project refers to a general description of the origins and development of the project activities, specifying events up to the present day, especially including:*
- *Start date of project activities*
- *Brief description of the planning and implementation phases of the project*

2.2. Activities and methodology used for reduction/capture of GHGs

- *Please include:*
 - *Description of emission reductions/ capture project activity*
 - *Name and version of baseline and monitoring methodology used to calculate reduction/sequestration of GHGs*
 - *Estimate for tones of carbon equivalent that will be reduced/captured.*

3. Method of applying Indicators

3.1. Elements considered in the application of the Social Carbon Method for the sector

- Please include:
 - Reference Text about the application of the Social Carbon Methodology, specifically for each sector: Elements considered in the application of the Social Carbon Method for the sector activity (see the specific indicators for the sector).

3.2. Social, economic and environmental impacts of the enterprise/activity involved in the GHG emission reductions project

- The social, environmental and economic impacts shall approach the relevant impacts of the enterprise/activity involved in the GHG emission reductions project. Activities and impacts under the evaluation of the Social Carbon Methodology are supposed to accomplish one or more of the criteria described below:
 - Being controlled totally or partially by the organization responsible for the Project.
 - Showing evidences of its relation with the Project.
 - Showing evidences of the project's influence over the activities.
 - Being imputed, directly or indirectly, to the project, in an evident and corroborate way.
- If required by the competent national authorities, documents relating to an analysis of the environmental impacts of the project should be listed, and attached to this report.
- In the absence of specific documentation, the description of the socio-economic and environmental impacts of the project activity does not require new research, but must be based on other sources of existing information, for example: reports, results of stakeholder consultation, similar projects and specialist opinion.

3.3. Method used for obtaining information

- Please include:
 - Explanation of the method used to apply Social Carbon Methodology indicators (eg. Interviews, questionnaires, visits, and other possible assessment methods).
- Application of the indicators may involve:
 - a. Group working: Participatory meetings with representatives of the organization and/or community involved in the project. The meeting is conducted by a professional whose function is to guide the participants through a discussion of the elements contained in the indicators. The results of the discussion must be noted, compiled and scored according to the indicators.
 - b. Interviews: Some key informants are interviewed in a semi-structured manner, with the aim of obtaining information through indirect means about the six resources of Social Carbon Methodology. The results of the interviews must be noted, compiled and scored according to the indicators.
 - c. Questionnaires: May be applied by professionals to the community involved, as well as to key informants in the organization, to collect information. The results of the research must be noted, compiled and scored according to the indicators.
- The researcher responsible for drawing up the Social Carbon Point Zero report may choose a single method of applying indicators, or combine them to obtain better results.

- *Other methods for applying indicators are subject to approval by the Social Carbon Team*

3.4. Actors involved

- *Please include:*
 - *Description of the process for identifying stakeholders involved in the diagnostic. Eg: key representatives of the organization responsible for the enterprise (enterprise diagnostic); members of the community (community diagnostic).*
 - *List of participants who contributed to the diagnostic*

Table 1 - Example of list of participants interviewed during the diagnostic

List of Participants		
Name		Duties/Job title

In the case of diagnostics involving communities, attendance lists for meetings will be accepted. These should be attached to this report.

4. Results

- The following orientations must be used to complete items 4.1 to 4.6:
- Please specify, using the template below:
 - Name of indicator assessed
 - Description of indicator
 - Comments on the current situation of the enterprise/community
 - Score obtained (1 to 6)
 - Perspectives (potential actions, suggestions, expectations of stakeholders)
- Example:

Name of indicator: *Eg. Safety at Work*

Description of indicator: *Eg. Assess the procedures adopted by the organization relating to health and safety at work, as well as the behavior of employees with regard to equipment and rules which are introduced.*

Comments: *Eg. Individual Protective Equipment (IPE) is made available daily to all staff. However, not all employees use it as recommended.*

Indice *Eg. 2*

Perspectivas *Eg. The organization intends to:*

- 1. advise and train workers regarding the correct use, storage and maintenance of equipment*
- 2. inform the Ministry of Work and Employment about any irregularities observed*

4.1. Social Resources

4.2. Human Resource

4.3. Financial Resource

4.4. Natural Resource

4.5. Biodiversity/Technology Resource

4.6. Carbon Resource

5. Analysis of results

To analyze the situation of the enterprise/community, it is important to consider what is represented by the score obtained for each of the resources. The indicators are established to express the following relationship between the scores obtained and the situation of the enterprise/community:

Scores 1 and 2:

Situation: Critical.

Characteristics of the enterprise: Imply the existence of legal and/or practical irregularities which pose a high socio-environmental risk, and/or significant levels of social and environmental degradation

Characteristics of the community: Imply a situation of extreme hardship, which significantly compromises the quality of life of the population.

Scores 3 and 4:

Situation: Transitory.

Characteristics of the enterprise: Reflect situations in which the enterprise meets all the legal requirements relating to its activities, and is able to surpass them through the adoption of good practices and voluntary actions in some cases.

Characteristics of the community: Reflect a quality of life that reaches the minimum acceptable standard, but which requires improvement.

Scores 5 and 6:

Situation: Sustainable.

Characteristics of the enterprise: Represent situations in which the enterprise exceeds its legal obligations and/or common practice in the market, in many cases adopting the best-possible practices for the sector.

Characteristics of the community: Communities have reached a sustainable livelihood, with adequate access to material and social goods, are capable of recovering independently from situations of stress, and are not causing the deterioration of basic environmental resources through their activities.

In order to obtain an analysis of the Resources average, an equal distribution is adopted between the decimal intervals from 1 to 6, expressing the following relationship amongst the indexes obtained and the enterprise/community situation.

Indexes	Valuation Interval *	Valuation %	Situation	Valuation
1 a 2,6	1,7	33,33333333	Critical	✘
2,7 a 4,3	1,7	33,33333333	Satisfactory	!
4,4 a 6	1,7	33,33333333	Sustainable	✓
TOTAL	5,1	100		

* Quantity of numbers inserted in each interval

5.1. General performance

- Please include in this section:
 - Brief conclusion regarding general performance, noting and comparing the results obtained for all the resources. The strong and weak points of the enterprise/community should be highlighted.
 - Table with the results of each resource, including:
 - “Critical” column: percentage of all the indicators of the resource listed in Column 1 that obtained scores 1 or 2;
 - “Satisfactory” column: percentage of all indicators that obtained scores of 3 or 4;
 - “Sustainable” column: percentage of all indicators that obtained scores of 5 or 6;
 - “Average Score” column: arithmetical average (mean) of the scores obtained for the resource listed in column 1.
 - “General Performance” column: classification (critical, satisfactory, sustainable) of the average score obtained.
 - “Overall Assessment” line: values obtained taking into account the performance of all the indicators of the six resources.

Example of completed table:

Table 2 - Sustainability Performance of the Projects - Point Zero (2008)

Resource	Critical	Satisfactory	Sustainable	Average score	General Performance
Social	20,0%	50,0%	30,0%	3,5	Satisfactory
Human	60,0%	30,0%	10,0%	1,6	Critical
Financial	15,0%	15,0%	70,0%	5,5	Sustainable
Natural	0,0%	60,0%	40,0%	3,25	Satisfactory
Biodiversity	30,0%	40,0%	30,0%	3,6	Satisfactory
Carbon	0,0%	50,0%	50,0%	4	Satisfactory
Overall Assessment	20,8%	40,8%	38,3%	3,6	Satisfactory

5.2. Performance by resource

- Please include:
 - Brief conclusion on the performance of each resource, separately. This should present the most relevant characteristics revealed by the diagnostic.

5.3. Historic performance and comparative analysis

- Please include:
 - Comparative analysis of the diagnostics carried out over the years, describing the evolution of the scores obtained for the indicators and/or resources, pointing out improvements/deterioration in socio-environmental performance (does not apply to Point Zero report).

- *Graphic of the performance (hexagon), showing the average score obtained for each resource. Each of the “Year Points” (Zero, 1, 2 ...) must be represented on the graphic, for analysis of the evolution of socio-environmental performance.*

Example:

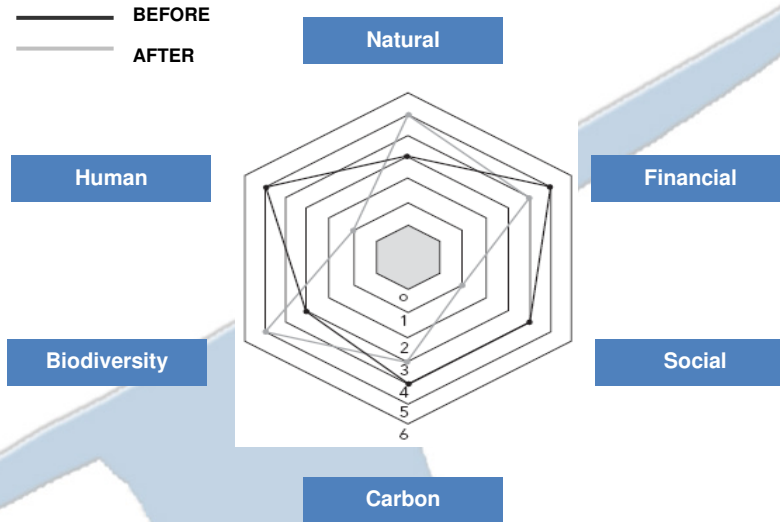


Figure 1 - Example of the hexagon graphic with the results of application of Social Carbon Methodology.

6. Perspectives

- Please include:
 - Main perspectives identified during the diagnostic, including possible recommendations and goals to be reached, where applicable.

Template for table to help in planning of future actions (use optional)

Immediate Action	
Which indicator(s) targeted?	<i>Identify the indicators which possibly may be affected by the action targeted?</i>
Description of action	<i>Brief description of the action to be carried out, including whether or not specific planning has taken place, and whether resources are available (human and financial) for this purpose.</i>
Who is responsible?	<i>Name of the person with primary responsibility to implement the action</i>
Timescale	<i>Deadline for completion, or timetable for action</i>
Action to be carried out after some planning or better information	
Which indicator(s) targeted?	
Description of action	
Who is responsible?	
Timescale	

Note: Social Carbon Reports - Communities: In cases where there is not a clear declaration the part of the project developer on the inclusion of the community in activities related to the project, it is acceptable for the process to begin with a presentation of the project and preliminary diagnostic, without considering specific actions to be carried out. This is intended to avoid situations in which creating premature expectations among members of the community might generate frustration or conflict.