# **Annex 9: Monitoring report Template**

# **(ANNUAL PROGRESS UPDATE)**

# **SECTION A: REPORT OVERVIEW**

|  |  |
| --- | --- |
| **Name of RSPO member:** |  |
| **RSPO membership number:** |  |
| **Name of subsidiary(ies) / management unit(s) relevant to compensation and remediation liability:** |  |
| **Date of report:** | *Click arrow to enter date* |
| **Time period covered in the report:** |  |
| **Report prepared by:** |  |
| **Name of project:** |  |
| **Project reference (RSPO reference ID):** |  |
| **Location:** |  |
| **Compensation plan approval date:** | *Click arrow to enter date* |
| **Compensation option:** | *Option 1 (Self-managed)*  *Option 2 (Partnership)* |
| **Remediation needed:** | *Yes*  *No* |

# **SECTION B: ACRONYMS AND ABBREVIATIONS / LIST OF TABLES AND FIGURES**

*This section is the list of all acronyms and abbreviations related to the annual progress update report. The first time a word requiring an acronym or abbreviation is used in the body of the report, spell out the word in full with the acronym in parentheses.*

# **SECTION C: PROJECT DESCRIPTION**

# **EXECUTIVE SUMMARY**

*Summary stating the goals and objectives of remediation and compensation plans, expected results, and overall project outcomes. Include the details of how these meet the four criteria of additionality, long-lasting, knowledge-based and equitability in this year.*

# **INTRODUCTION AND BACKGROUND**

# **PROGRESS OF PLANNED ACTIVITIES**

*Activities conducted for each sub-goals, objectives, output and outcomes. Please include relevant maps. Where applicable, please fill the table and include under the relevant sections.*

* 1. On-site remediation plan
  2. Compensation plan for social impact of loss of HCVs 4, 5 and 6
  3. Compensation plan for environmental impacts of loss of HCVs 1-3

*All project activities to complete this table. The information is to be extracted from the approved compensation plan. The progress for activities to be reported in the “Status” column.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Activities** | **Roles and Responsibilities and Implementation Arrangements** | **Timeline and Milestones** | **Indicators and M&E** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Total budget allocated** | **Budget spent** | **Status** |
|  |  |  |
|  |  |  |

*This table to be filled for project with monetary compensation (mandatory)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Output 1:** | | | |
| **Total monetary liability** | **Amount spent in this reporting period** | **Accumulated expenditure (including this reporting period)** | **Balance funds to be spent** |
|  |  |  |  |
|  |  |  |  |
| **Output 2:** |  |  |  |
| **Total monetary liability** | **Amount spent in this reporting period** | **Accumulated expenditure (including this reporting period)** | **Balance funds to be spent** |
|  |  |  |  |

# **PROJECT RESULTS**

*Results as per the measurable indicators and associated baselines, according to the milestones set. Please refer to the approved compensation plan.*

* 1. On-site remediation plan
  2. Compensation plan for social impact of loss of HCVs 4, 5 and 6
  3. Compensation plan for environmental impacts of loss of HCVs 1-3

| **Objective** | **Measurable Indicators**  **(and associated baselines and milestones)** | **Means of verification** | **Results as per indicator** |
| --- | --- | --- | --- |
| Objective 1 | Outcome 1.1  Indicator  Outcome 1.2  Indicator |  |  |
| Objective 2 | Outcome 2.1  Indicator  Outcome 2.2  Indicator |  |  |

# **Unexpected Issues / challenges**

*Significant changes affecting positively or negatively on the progress of the project.*

# **Annexes**