



The Plan Vivo Project Registration Process A Step by Step Guide

This document summarises the key stages involved in submitting a project for Plan Vivo registration.

When should I consider using the Plan Vivo Standards?

Project developers and organisations should consider using the Plan Vivo Standards where:

- They operate or plan to operate in developing countries to promote **sustainable rural livelihoods**;
- They work with or plan to work with small-scale producers to deliver **ecosystem services**, specifically long-term carbon sequestration and/or emission reduction benefits;
- They wish to promote the protection and/or planting of **native or naturalised tree species**.

For more information on the Plan Vivo System and Standards see the Plan Vivo website (www.planvivo.org).

Figure 1 shows the four steps involved in the registration process.

Firstly, a project developer needs to write and submit a **Project Idea Note**, which is evaluated by the Plan Vivo Foundation and registered if suitable.

The next stages involve the project developing its **technical specifications** and **project design document** (PDD) and submitting them for approval.

Once they are approved, the project enters its **first annual cycle** to show systems are in place and the project is working according to its approved documents.

After completing the cycle, the Foundation will make or commission a **validation** visit to the project and write a report. If the project is found to be carrying out systems according to the Plan vivo Standards and in line with its technical specifications and PDD, it will be **registered as a Plan Vivo project**.

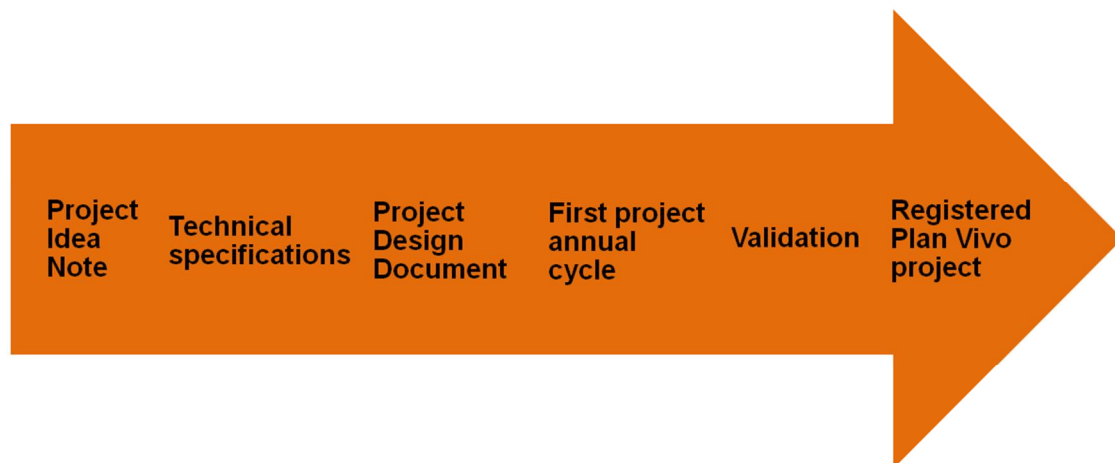


Figure 1: Plan Vivo project registration process

1. Project Idea Note

The first step towards becoming Plan Vivo Project is submitting a Plan Vivo project idea note (PIN). The project developer must compile specific information about the proposed project and submit a report to the Plan Vivo Foundation using the standard Plan Vivo PIN template.

A project idea note (PIN) defines the main elements of a proposed project and how it will contribute to sustainable livelihoods.

Purpose

The purpose of PIN registration is to facilitate effective project design, and specifically to:

- Provide projects with access to information and guidance;
- Give projects a platform to attract investment;
- Assess a project's long-term viability at an early stage and make recommendations about project design elements;
- Identify potential risks;

For a PIN to be registered and entered into the Plan Vivo Projects Register it is necessary that:

1. The proposed project has the **demonstrable potential to provide quantifiable ecosystem services and promote sustainable livelihoods over a long-term period.**

Once a PIN is registered, the project developer may:

1. Claim to be developing a Plan Vivo project

2. Use Plan Vivo resources such as the Plan Vivo database
3. Use the Plan Vivo logo in its materials

2. Validation – Approval of Technical Specifications

The carbon benefit of each Plan Vivo is calculated using technical specifications. A technical specification is a project-specific methodology that needs to be developed for each land-use activity in a single project. For example, a project where communities want to plant fruit orchards, woodlots and practice agroforestry will need three technical specifications, one for each of these systems.

Technical specifications include:

- Appropriate **management and monitoring systems** and what **risk management measures** should be applied.
- Analyses of:
 - Project **additionality** (whether the activity would be possible without the support of the project)
 - **Leakage** (whether the activity will displace or cause carbon emissions elsewhere)
 - **Permanence** (whether the activity is likely to result in a permanence land-use change and how the likelihood of permanence can be maximised)
 - Wider **ecological impacts**, particularly taking into account the effect of the activity on the soil conditions and water-table.

In order to develop technical specifications the project coordinator first needs to:

- Organise meetings with target communities to identify what activities they want to do
- Discuss what species could be planted taking into consideration what trees could be used for (e.g. good native species for timber, agroforestry trees, fruit trees where there is a good local market for the products) and whether they are suitable for the local conditions;

The Plan Vivo Foundation will approve technical specifications if they have been assessed by the Plan Vivo Technical Advisory Panel and found to meet the requirements contained in the Plan Vivo Standards.

Tools for assessing aspects of technical specifications such as additionality and leakage are included in the [Plan Vivo Technical Guidance Manual](#).

3. Validation – Approval of Project Design Document (PDD)

Projects submit their PDD for review by the Plan Vivo Foundation as part of the validation process. A PDD template can be accessed at www.planvivo.org

The PDD template is designed to cover all information requirements, notably:

- Detailed information on **project governance** and internal structures, and the way in which community-led design is achieved and capacity is transferred to producers;
- A structure for presenting **technical information** to reflect the multi-site and multi-activity nature of Plan Vivo projects;
- A structure for **updating information** as the Plan Vivo project develops, scales up and expands from pilot scale to regional scale, as more producers and communities are engaged.

The purpose of the PDD is not only to evaluate the soundness of project design but also to ensure transparency of procedures, ensure institutional learning by documenting all improvements in procedures, and to avoid over-reliance on the knowledge of key staff members through maintaining an up-to-date set of procedures and explanatory notes.

4. Validation – field visit

To become registered as a Plan Vivo project, a project must be visited and found to have implemented systems according to its approved documents and the Plan Vivo Standards.

In order to demonstrate that the project has developed systems for recruiting and training producers, monitoring their Plan Vivos and making payments to producers that meet their targets, the project needs to go through one annual cycle before it can be registered. This involves making a pilot sale of carbon credits.

Validation takes place following:

- A **field visit** by an expert reviewer, chosen by the Plan Vivo Foundation, confirming the project is implementing systems in accordance with the Plan Vivo Standards;
- Approval of the project's **PDD** by the Plan Vivo Foundation;
- Approval of **technical specifications** by the Plan Vivo Foundation.

5. Registration

Following a successful review of the validation report and any other evidence deemed necessary by the Plan Vivo Foundation, projects are entered into the **Plan Vivo Projects Register**. This is published on the Plan Vivo website. Once registered, projects can enter into sales contracts with purchasers for Plan Vivo Certificates.

Cost of Plan Vivo registration

As with any carbon standard, there are certain costs incurred by the registration body that need to be covered, which is achieved by charging fees. The Plan Vivo Foundation is a registered charity and as such is non-profit making. Fees are designed to cover core costs, and wherever possible the Foundation will seek to minimise costs by utilising established Plan Vivo project coordinators as validators.

Validation costs may vary depending on travel costs, days needed (which may vary due to scale or other factors), and costs of expert reviewer. The below prices are estimates and validation should not exceed \$12500.

Process	Involves	Cost (\$)
PIN evaluation and registration	Desk-based review by Plan Vivo Foundation	750 (fixed)
Validation		
Tech spec review and approval	Desk-based review by Plan Vivo Foundation and Technical Advisory Panel	200 per spec (fixed) Assume e.g. 4 initial tech specs Total = 800 for 4 tech specs
PDD review and approval	Desk-based review by Plan Vivo Foundation	500 (fixed)
Field visit	Visit to project site to check implementation of systems, by Plan Vivo Foundation or expert reviewer commissioned on its behalf	8000 (estimate) The Foundation will endeavour to keep costs down by, where possible, commissioning existing project coordinators as expert reviewers
Review of validation report	Desk-based review by Plan Vivo Foundation	500 (fixed)
	Total (estimated)	10550

Contact the Plan Vivo Foundation

If you are interested in developing a Plan Vivo project or would like more information, please contact the Plan Vivo Foundation:

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