Mexico Forest Protocol

Draft for Workgroup Review
Section 7
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Abbreviations and Acronyms

CH_4	Methane
CO_2	Carbon dioxide
CONAFOR	Comisión Nacional Forestal
CRT	Climate Reserve Tonne
FMP	Forest Management Program
FPC	Forest Project Coordinator
GHG	Greenhouse gas
IFM	Improved Forest Management
IPCC	Intergovernmental Panel on Climate Change
MFP	Mexico Forest Protocol
N_2O	Nitrous oxide
PIA	Project Implementation Agreement
PR	Project Report
RAN	National Agrarian Registry
REDD+	Reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks
Reserve	Climate Action Reserve
SEMARNAT	Secretaria de Medio Ambiente y Recursos Naturales
SSR	Source, sink, and reservoir
UNFCCC	United Nations Framework Convention on Climate Change
VR	Verified removal

7   Project Documentation, Monitoring, and Verification

This section provides requirements and guidance on project monitoring, reporting rules and procedures. Table7.1 provides a summary of many of the documentation and monitoring reports and forms required by the protocol. The table displays the schedule associated with the reporting and submission requirements. Details related to project documentation, monitoring, and verification are described below.

Forest Projects participating in an Aggregate (Section 3.6) have a less frequent verification schedule. For guidance on monitoring and verification of projects in an Aggregate, see the Reserve Guidelines for Aggregating Forest Projects. Forest Projects participating in an Aggregate are still required to follow the annual reporting requirements outlined below.

Table7.1. List of Important Documents and Activities by Timing of Requirement for Forest Carbon Projects

Timing of Event	Project Submittal	Verification Preparation	Full Verification		Annual Reporting between Full Verifications	
	At least 2 months prior to verification	At least 1 month prior to first verification	Project Initiation	Generally, Every 6 Reporting Periods[1]	With Desk Verification	Without Desk Verification
Document/Monitoring Report						
Project Submittal Form	X					
Land Tenure Documentation		X				
Project Report		X				
Attestation of Title			X	X	X	
Attestation of Regulatory Compliance			X	X	X	
Attestation of Voluntary Implementation			X	X	X	
Attestation of No Conflicts/Government issued document attesting no conflicts			X	X	X	
Annual Monitoring Report			X	X	X	X
Carbon Monitoring Worksheet			X	X	X	X
Native Species (Presence) Report from CALCBOSK (if applicable)			X	X		

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[1] Full visit verifications are generally required at least every 6 Reporting Periods; however, there are some exceptions. Please see Section 8.2 for all site visit verification scheduling requirements and exceptions for standalone Forest Projects. For Forest Projects in an Aggregate, full verifications may also be less frequent than every 6 Reporting Periods. The schedule for full verifications for Forest Projects in an Aggregate depends on the number of Activity Areas in the Aggregate. Please see the Reserve Guidance for Aggregation for further information on the verification schedule of Aggregates.

Native Species (Composition) Report from CALCBOSK (if applicable)			X	X		
Monitoring Report for Maintenance of Forest Carbon Stocks in the Project Area (if applicable)				X		
Forest Carbon Project Concepts, Anticipated Benefits, and Project Approval (SS1-SS5)**			X			
Meeting Notification, Participation, and Documentation (SS6-SS8)**			X	X	X	X
Project Governance (SS9-SS11)**			X	In the event of a change in FPC	In the event of a change in FPC	In the event of a change in FPC
Verification Report			X	X	X	
Verification Statement			X	X	X	
Project Implementation Agreement (if applicable)			X	X	X	
Report of CRTs Issued			X	X	X	

* Projects participating in an aggregate have a less frequent verification schedule.
** Social Safeguards (SS) are only required for projects on ejidal or communal lands.

7.1   Project Documentation

Each of the following documents is discussed in this section in greater detail, unless addressed in a different section as explained below. All documents are provided for the Forest Project unless stated to be required per Activity Area.

Forest Owners or Project Developers must provide the following documentation to the Reserve in order to list[2] a Forest Project.
  ▪ Project Submittal Form
  ▪ KML file displaying the general Project Area (does not need to be finalized)

Along with the documents required for all Reporting Periods and all verifications (see below), Forest Owners or Project Developers must provide the following documentation to the Reserve in order to register[3] a Forest Project (undergo initial verification and receive CRTs).

  ▪ Project Report
  ▪ Final KML file of Project Area
  ▪ Land Tenure Status (see Section 3.7)

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[2] The project is considered "listed" and made publicly available on the Reserve once a Project Submittal Form is accepted for filing.
[3] The project is considered "registered" the first time it is verified and accepted by the Reserve.

The Forest Owner must provide the following monitoring reports to the Reserve for each Reporting Period, regardless of undergoing a verification. The only exception is for projects that wait to submit their Project Report until the end of the second Reporting Period. Such projects do not need to separately submit the following documents for the first Reporting Period. These projects would be required to submit the following documents for both Reporting Period 1 and 2 at the time of submitting the Project Report.

- Annual Monitoring Report (form provided on the Reserve website[4])
- Carbon Monitoring Worksheet (CMW)
- Native Species Report per Activity Area (if applicable; Environmental Safeguards 2 and 3; see Section 3.11)
- Social Safeguard Documentation (if applicable; see Section 7.2)

The Forest Owner must provide the following documentation each time a Forest Project is verified, including initial verification, all full verifications, and desk verifications, in order for the Reserve to issue CRTs for quantified GHG removals.

- Signed Attestation of Title form (see Section 3.7.1)
- Signed Attestation of Regulatory Compliance form (see Section 3.9)
- Signed Attestation of Voluntary Implementation form (see Section 3.14)
- Project Implementation Agreement (if applicable; see Section 3.18)
- Updated map of Activity Areas
- Verification Report (provided by verifier; see Section 8)
- Verification Statement (provided by verifier; see Section 8)

Along with the above documents, the Forest Owner must provide the following monitoring reports each time a Forest Project undergoes a full verification in order for the Reserve to issue CRTs for quantified GHG removals.

- Monitoring Report for Maintenance of Forest Carbon Stocks in the Project Area (if applicable)

7.1.1   Project Submittal Form

The Project Submittal Form is required to determine if the project meets general eligibility requirements of the protocol and to establish a relationship between the Forest Owner and the Reserve. The project is considered "listed" and made publicly available on the Reserve once a Project Submittal Form is accepted for filing.[5] The form is a template that provides a general description of the project's environmental, social, and land tenure conditions to be outlined. It is intended to enable the Reserve staff to become familiar with the project's environmental and social aspects, project concepts for increasing carbon stores, and information related to eligibility requirements. It is also designed to highlight any potential challenging areas of the project that might require additional consideration prior to fully developing the project. A copy of the form is available at: http://www.climateactionreserve.org/how/program/documents/.

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[4] http://www.climateactionreserve.org/how/program/documents/
[5] In order to submit a project, an account must first be set up with the Reserve. Account registration only needs to occur once; any number of projects can be registered under the same account. See the Reserve Program Manual for further information.

A KML file displaying the general Project Area is required along with the Project Submittal Form. The KML file is not considered final at project submittal. Revisions to the Project Area may occur up until the project is initially verified.

7.1.2   Project and Monitoring Reports

The Project Report is a required document for reporting project information. Project Reports are intended to serve as the main project document that thoroughly describes how the project meets eligibility requirements, the project's vegetative and social framework, and the current forest conditions, threats, and activities associated with the Project Area. The final KML file displaying the Project Area must be submitted with the Project Report along with a map of the Activity Area boundaries at the time of the initial verification (see Section 2.2). The map of Activity Area boundaries must be updated anytime the Forest Project adds additional Activity Areas. For ejidos, the Project Area map must be updated anytime ejido parcels obtain *dominio pleno* and are removed from the Project Area (see Section 2.2.1). The Project Report also outlines how the project complies with terms for additionality.

Project Reports are intended to communicate project information in a transparent manner and be available to the public. Project Reports must be of professional quality and free of incorrect citations, missing pages, incorrect project references, etc. The initial monitoring report submitted simultaneously with the Project Report establishes much of the project's base information.

The Project Report can be submitted any time after the project is listed but must be submitted within 12 months of the end of the second Reporting Period. The project can undergo initial verification as soon as the Project Report and the Annual Monitoring Report for the first Reporting Period is submitted. Alternatively, Projects can postpone their initial verification until the second Reporting Period Annual Monitoring Report has been submitted but must complete verification within12 months of the second Reporting Period. A Project Report template has been prepared by the Reserve and is available on the Reserve's website. The template is arranged to help ensure that all requirements of the protocol are addressed.

Monitoring is the process of regularly collecting and reporting data related to a project's performance. Annual monitoring of Forest Projects is required to ensure up-to-date estimates of project carbon stocks and provide assurance that GHG removals achieved by a project have not been reversed. Additionally, monitoring ensures the project remains in compliance with environmental and social safeguards. Monitoring is required for a period of 100 years following the final issuance of CRTs to a project or for the length of time determined in the Project Implementation Agreement, or for the length of time the project remains active. Excepting the flexibility allowed in the submission of the monitoring report for the initial verification (as described below), Annual Monitoring Reports are required to be submitted within 12 months of each Reporting Period. Monitoring reports are subject to verification per the verification schedule in Section 8.

Figure 7.1 illustrates the optional and final deadline for monitoring reports. Each report must be submitted within 12 months of the given event. For example, project submittal must occur within 12 months of the project Start Date.
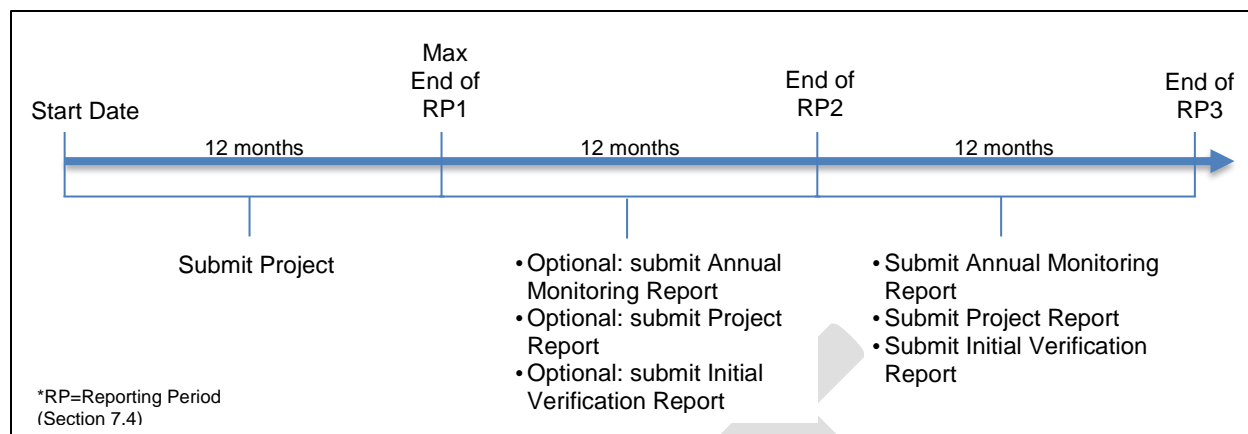
Figure 7.1. Schedule of Monitoring Report Requirements

The following documents related to forest carbon and environmental safeguards must be submitted prior to initial verification and subsequently on an annual basis:

- Annual Monitoring Report
- Carbon Monitoring Worksheet (CMW)

The following documents related to forest carbon and environmental safeguards must be submitted prior to initial verification and subsequently before each full verification for each applicable activity (see Section 3.11).

- Monitoring Report for Native Species (Presence and Composition) per Activity Area
- Monitoring Report for Maintenance of Forest Carbon Stocks in the Project Area

Many of the reports are automated from the Reserve's Microsoft (MS) Access database (CALCBOSK).

7.1.2.1   Annual Monitoring Report

The Annual Monitoring Report is a form that can be downloaded from the Reserve's website[6] and must be submitted to the Reserve on an annual basis. The form is the basis for annual monitoring and requires the submittal of the CMW and Monitoring Report for Native Species to be submitted as attachments. The Annual Monitoring Report must be submitted within 12 months of each Reporting Period, with the exception of the first Reporting Period as discussed in Section 7.1.

7.1.2.2   Carbon Monitoring Worksheet

The Reserve will provide an example of the CMW used for tracking forest carbon within the Activity Areas. The CMW can be downloaded from the Reserve's website. For Forest Projects with multiple Activity Areas, Forest Owners should contact the Reserve for the appropriate CMW. The CMW must be used by Forest Owners and submitted to the Reserve on an annual basis. Data entered into the CMW must be to two significant digits. The CMW is the basis for data reporting of:

1. Live and dead carbon in standing trees associated with baseline and project activity per Activity Area

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[6] http://www.climateactionreserve.org/how/program/documents/

2. Inventory sampling confidence and adjustments for uncertainty for Activity Area stocks (not applicable for Activity Areas that use the canopy cover inventory methodology)
3. Totaled Verified Removals per Forest Project
4. Contribution to reversal Buffer Pool per Forest Project

The CMW automates the calculation, or provides evidence of:

1. Carbon credits generated by vintage
2. Estimates of secondary effects
3. Reversals (if any)
4. Maintenance or increase of standing live and dead carbon stocks over the Project Life, as determined by a running 10-year average (Environmental Safeguard 1)

The CMW must be updated and submitted along with the Annual Monitoring Report on an annual basis to reflect changes in forest carbon stocks according to the protocol.

7.1.2.3   Monitoring Report for Native Species (Presence and Composition)

Monitoring is required within the IFM, Restoration, Reforestation, and Large Urban Forestry Activity Areas to ensure compliance with native species requirements and that harvest adheres to the retention requirements (Section 3.11). The non-carbon requirements within Activity Areas include:

1. Demonstration of continuous progress toward a goal of 95% native species (Environmental Safeguard 2)
2. Demonstration of continuous progress towards meeting the composition of native species (Environmental Safeguard 3)

Inventory data from sampling activities provides the basis for monitoring compliance with the native species requirements (Environmental Safeguards 2 and 3). Inventory data must be updated annually according to guidance in Section 5 and Appendix B to reflect current conditions.

A report must be generated to display the distribution of native species based on percentage representation of trees per hectare within each Activity Area. Continuous progress means that the percentage of native species positively trends toward the targets on a running 10-year basis.[7] Annual declines are allowed from year to year to address issues of uncertainty associated with inventory estimates. The Activity Area is out of compliance if the Activity Area exceeds a relapse of 3% in any year or if the 10-year rolling average does not show positive improvement of 5% or greater toward the target. CALCBOSK automates the required reports for each Activity Area. Submission of the report is required prior to all full verifications to facilitate verification of Environmental Safeguards 2 and 3.

7.1.2.4   Monitoring Report for Maintenance of Forest Carbon Stocks in the Project Area

Monitoring is required to ensure IFM, Restoration, Reforestation, Agroforestry, and Silvopastoral activities do not lead to increased harvest or conversion of forests throughout the entire Project Area. The monitoring strategy is based on the repeated estimates of land cover using the methodology described in Appendix A prior to each full verification. The Monitoring Report that

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[7] The trend must be positive using a running 5-year average, which means annual fluctuations are allowed and that the metric cannot be calculated until the project has been engaged for 5 years.

must be provided prior to each full verification is generated through CALCBOSK. A carbon inventory of areas outside of Activity Areas is not required.

7.2   Monitoring Guidance for Social Safeguards

The monitoring requirements associated with social safeguards are designed to ensure the requirements specified in Section 3 of the protocol are being followed for ejidos and communities. The schedule of monitoring varies depending on the monitoring theme. Table 7.2 displays the monitoring requirements and schedule for each monitoring theme.

Table 7.2. Monitoring Requirements and Schedule

Monitoring Theme	Monitoring Requirement	Required Documentation	Schedule of Requirement
SS1 Forest Carbon Project Concepts	The Reserve has prepared a presentation that addresses the concepts of global warming and GHG accounting principles. The presentation must be presented to the community group prior to submitting a project to the Reserve. The required elements from Section 3, SS6 and SS7 apply to the assembly.	1. Agenda for assembly where presentation was made. 2. A list of the names of all attendees, along with contact information if available. 3. Assembly notes with presented concepts, including any follow up questions and comments. 4. PowerPoint that presented concepts, if available, or summary of points reviewed.	Assembly must be held prior to project submission. Documentation must be included in the Project Report prior to initial verification.
SS2 Anticipated Costs	In a community assembly a report that outlines the anticipated project costs is presented. The report and presentation must, at a minimum, include the themes specified in Section 3 (SS2). The required elements from Section 3, SS6 and SS7 apply to the assembly.	1. Assembly documentation[8] that indicates costs were discussed during the meeting(s). 2. Agenda for the meeting where the presentation was made. 3. A list of the names of all attendees, along with contact information if available. 4. Assembly notes with presented concepts, including any follow up questions, including any follow up questions and comments. 5. PowerPoint that presented concepts, if available, or summary of points reviewed.	Assembly must be held prior to project submission. Documentation must be included in the Project Report prior to initial verification.
SS3 Anticipated Benefits	In a community assembly a report that outlines the anticipated project benefits is presented. The report and presentation must, at a minimum, include the themes specified in Section 3 (SS3). The required elements from Section 3, SS6 and SS7 apply to the meeting.	1. Assembly documentation that indicates benefits were discussed during the meeting(s). 2. Agenda for the meeting where the presentation was made. 3. A list of the names of all attendees, along with contact information if available. 4. Assembly notes with presented concepts, including any follow up questions, including any follow up questions and comments. 5. PowerPoint that presented concepts, if available, or summary of points reviewed.	Assembly must be held prior to project submission. Documentation must be included in the Project Report prior to initial verification.
SS4	In a community assembly the community	1. A copy of the results of the vote specifically addressing project approval	Assembly must be held prior to

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[8] "Meeting documentation" for the purposes of completing the monitoring requirements for social safeguards must include official documentation, "Assembly Act",from a general assembly (*Assamblea*) that complies with SS6, SS7, and SS8.

Monitoring Theme	Monitoring Requirement	Required Documentation	Schedule of Requirement
Project Approval	approves/disapproves the project. The meeting must result in an officially documented vote and/or Assembly Act and meet the voting requirements specified in Section 3 (SS4). The required elements from Section 3, SS6 and SS7 apply to the meeting.	by the majority of community members (i.e., Assembly Act). 2. Agenda for the meeting where the presentation was made. 3. A list of the names of all attendees, along with contact information if available. 4. Assembly notes, including any follow up questions and comments.	project submission. Documentation must be included in the Project Report prior to initial verification.
SS5 Aggregate Approval	In an assembly the community approves/disapproves joining an aggregate. The assembly must result in an officially documented vote and/or Assembly Act and meet the voting requirements specified in Section 3 (SS5). The required elements from Section 3, SS6 and SS7 apply to the meeting.	1. A copy of the results of the vote specifically addressing aggregate approval of the community members (i.e., Assembly Act). 2. Agenda for the assembly where the presentation was made. 3. A list of the names of all attendees, along with contact information if available. 4. Assembly notes, including any follow up questions and comments. 5. If approved, the signed contract with the Aggregator clearly stating all rights to credits and future payments of credits.	Assembly must be held prior to submitting Aggregate Entry Form and signing any contract with an Aggregator. Documentation must be included in the Project Report prior to initial verification.
SS6 Proper Notification	Required assemblies include: ▪ Assembly(ies) prior to project submission to discuss SS1, SS2, and SS3. ▪ Annual assembly that addresses the themes in Section 3 (Meeting Notification, Participation, and Documentation) ▪ Assembly(ies) for approval of project and, if applicable, approval of aggregate per SS4 and SS5. Posting requirements are specified in Section 3, SS6.	1. A description of how notices of assemblies took place in order to include as many people as possible.	Must be provided as part of the Project Report prior to initial verification and as part of annual reporting.
SS7 Participation	Assembly must be open for community member participation. Community leadership must actively encourage participation from community members.	1. Copies of sign-in sheets must be attached to the meeting agenda. 2. Assembly notes that summarize community comments must be prepared.	Must be provided as part of the Project Report prior to initial verification and as part of annual monitoring.
SS8 Meeting Documentation	Documentation of assembly must occur as per Section 3, SS8. Assembly notes must address each item on the agenda and not on the agenda that were discussed. Assembly notes must be available to the public afterwards.	1. Assembly notes, accompanied with a description of how and when the meeting notes were made available to community members must be prepared.	Must be provided as part of the Project Report prior to initial verification and a part of annual monitoring.

Monitoring Theme	Monitoring Requirement	Required Documentation	Schedule of Requirement
SS9 Identification of a Forest Project Coordinator	Section 3, SS9 requires that a description of the nomination and selection/election process for a FPC be included in the PR.	1. The description of the nomination and election/selection process must be included in the Project Report. 2. Assembly notes that describe how the processes were reviewed in a public meeting and approved with >50% vote.	Must be provided with the Project Report prior to initial verification and in the event of a change in FPC.
SS10 Term of a Project Coordinator	Section 3, SS10 requires that the length of the term of the FPC along with the mechanisms for term renewal be defined through a public process.	1. A description of the term of FPC must be included in the Project Report. 2. The process for renewing the term of FPC must be addressed in the Project Report. 3. Assembly notes that describe how the terms were discussed in a public meeting and approved with a >50% vote.	Must be provided with the Project Report prior to initial verification and in the event of a change in FPC.
SS11 Replacing the Forest Project Coordinator	Section 3, SS11 requires that a provision be included in the PR describing the process for replacing a FPC, even prior to completion of a term.	1. A description of the process for replacing the FPC must be included in the Project Report. 2. Assembly notes that describe how the terms were discussed in a public meeting and approved with a ≥50% vote.	Must be provided with the Project Report prior to initial verification and in the event of a change in FPC.

7.3   Monitoring Objectives and Results for Non-Compliance

Forest Projects must monitor forest carbon stocks and compliance with Environmental Safeguards. The schedule of monitoring varies depending on the monitoring theme. Table 7.2 displays the monitoring requirements and schedule for each monitoring theme.

Table 7.3 Monitoring Objectives and Results for Non-Compliance

Activity	Monitoring Objective	Monitoring Tool	Programmatic Concerns and Rationale for Monitoring	Result of being Out of Compliance
All	Maintenance or Increase of forest carbon stocks in Activity Areas	Carbon Monitoring Worksheet	Reversal of credited carbon stocks and Environmental Safeguard 1	Forest Owner must compensate for reversal. Project activity is suspended until reversal fully compensated.
All	Credit Issuance by Vintage as determined by carbon stock estimates	Carbon Monitoring Worksheet	Over-/Under-issuance of forest carbon credits. Data are periodically verified for quality of input	Measurements, calculations and data input may need to be improved or enhanced.
IFM, Restoration, Reforestation	Continuous progress toward a goal of 95% native species in Activity Areas	Native Species (Presence) Report from CALCBOSK	Environmental Safeguard 2	Project activity suspended until project is brought into compliance and data used for determination are verified.
Large Urban Forestry	Maintain or increase the percent native	Native Species (Presence) Report from CALCBOSK	Environmental Safeguard 2	Project activity suspended until project is brought into

	species in Activity Areas			compliance and data used for determination are verified.
IFM, Restoration, Reforestation	Continuous progress toward compositional diversity of native species in Activity Areas	Native Species (Composition) Report from CALCBOSK	Environmental Safeguard 3	Project activity suspended until project is brought into compliance and data used for determination are verified.
Large Urban Forestry	Maintain or increase species diversity in Activity Areas	Native Species (Composition) Report from CALCBOSK	Environmental Safeguard 3	Project activity suspended until project is brought into compliance and data used for determination are verified.
IFM, Restoration, Reforestation, Agroforestry, Silvopastoral	Maintenance of forest land cover throughout the Project Area	Monitoring Report prior to full verification	Environmental Safeguard 4	If a decline in forest carbon stocks since the previous full verification is detected during a full verification in excess of 5% and due to human activities, the project must rectify the forest cover loss through reforestation in the subsequent 6 Reporting Periods. If unable to rectify the forest cover loss in the following 6 Reporting Periods, project activity will be suspended until brought into compliance and data used for determination are verified.
IFM	Retention trees for harvested areas exceeding 5 hectares	Monitoring Report prior to full verification	Environmental Safeguard 5	If no trees of the harvested age cohort are found within 100 meters from the area harvested, project activity will be suspended until project is brought into compliance and data used for determination are verified.
Reforestation	Maintenance of natural land cover	Project Report prior to initial verification	Environmental Safeguard 6	Project activity suspended until project is brought into compliance and data used for determination are verified.
All	Monitor soil disturbance from site preparation for tree planting	Project Report prior to initial verification and all Monitoring Reports	Environmental Safeguard 7	If deep ripping exceeds 1% of an Activity Area in a given year, crediting for any increases in forest carbon stocks will be suspended for the

				number of Reporting Periods equivalent to the proportion of the Activity Area affected, rounded up to the nearest percentage point.

7.4   Reporting Periods

A "Reporting Period" is a period of time for which a Forest Owner quantifies and reports GHG removals (i.e., the length of time covered by the annual CMW) and submits monitoring reports for all required annual monitoring elements listed above. Reporting periods for Forest Projects have a required duration of 12 months, with the exception of the first Reporting Period, which can be any length of time up to 12 months from the project's Start Date.

All Reporting Periods after the first Reporting Period must be 12 months in duration and cover the same calendar period each year. Reporting periods must be contiguous, i.e., there must be no gaps in reporting during the crediting period of a Forest Project once the first Reporting Period has commenced.

A Forest Project is considered automatically terminated if the Forest Owner chooses not to report data and undergo verification at required intervals.

7.4.1   Issuance and Vintage of CRTs

The Reserve will recognize Verified Removals (VRs) for quantified GHG removals that have been verified through either site visit or desk verifications. VRs are converted to CRTs and issued to Forest Owners when the VR is protected for permanence, either through contractual agreement for determined time-frames or by maintaining the VRs out of the atmosphere over time, in which case CRTs are issued annually based on the tonne-year accounting values for each successive Reporting Period (See Section 5.5.1 for discussion of permanence and tonne-year accounting).

Vintages are assigned to CRTs based on the proportional quantity of CRTs in each calendar year within a Reporting Period.

Table 8.2. Issuance and Vintage of CRTs

Project Start Date	First Reporting Period End Date		Second Reporting Period End Date	
August 15, 2012	February 15, 2013		February 15, 2014	
	1,000 Verified Removals converted to CRTs		2,000 Verified Removals converted to CRTs	
	Vintage CRTs at conversion of VRs to CRTs			
	2012	**2013**	**2013**	**2014**
	137 days in 2012 / 185 total days = 74%	46 days in 2013 / 185 total days = 26%	319 days in 2013 / 365 days = 92%	46 days in 2014 / 365 days = 8%
Vintage	2012	2013		2014

CRTs	740	260	1,840	160
Note	First Reporting Period is 185 days and terminates on February 15. First Reporting Period can be less than 365 days to establish a desired reporting cycle.		Second Reporting Period (and all subsequent Reporting Periods) must be one year in duration.	

7.5 Transparency and Record Keeping

The Reserve requires data transparency for all Forest Projects, including data that displays current carbon stocks, reversals, and verified GHG removals, as well as verification reports. For this reason, all non-confidential project data reported to the Reserve will be publicly available on the Reserve's website.

All documents and forms related to the project must be retained by the Forest Owner for the duration of the project. This information may be requested by the verification body or the Reserve at any time.