



**Gold Standard**<sup>®</sup>  
for the Global Goals

## TEMPLATE

### PROJECT ANNUAL REPORT FORM

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Publication Date **16/08/2022**

Version **2.0**

Next Planned Update **16/08/2025**

#### Contact Details

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## SUMMARY

Gold Standard Design Certified Projects are required to submit annual reports to share progress, key updates and confirm that the project is active. This template provides a standardised form to complete annual reporting. The annual reports are required for each monitoring year for which verification is not completed by the end of the following calendar year (section 5.1. (d), Annual Reporting, Gold Standard for the Global Goals [Principles and Requirements](#)). The Project Developer shall upload annual reports on the SustainCERT App.

### 1| SCOPE AND APPLICABILITY:

- 1.1.1 | The annual report form is applicable to all Gold Standard standalone projects and voluntary project activities (VPAs) of all scales. In case of a Programme of Activities, the Coordinating/Managing Entity may submit one combined annual report for multiple VPAs.
- 1.1.2 | **A/R Projects Only** - If the project is certified according to the Forest Stewardship Council (FSC), the Certification Status replaces the completion of this template. Please provide the FSC Audit Report and provide a reference to this supporting document in section 3| of this template. In addition, please provide evidence on how the project demonstrates conformity to Gold Standard [Safeguarding Principle](#) 3.8.1 on Water (FSC Certification is not deemed as evidence that this Principle is met). For further guidance refer to

the section “FSC Dual Certification” in the [Land Use and Forests Activity Requirements](#).

## 2| ENTRY INTO FORCE

- 2.1.1 | The annual report form:
- a. is available for use by all projects from its release date.
  - b. shall be used for annual reports submitted after 15/11/2022.

## 3| TIMING FOR ANNUAL REPORT SUBMISSION

- 3.1.1 | As per section 5.1 of the Principles and Requirements, annual reports:
- a. are due until end of next calendar year for which the verification is not completed.
  - b. Are still required by the end of the calendar year if a verification is in progress but not complete.

For example:

Examples - Project Status	Annual report submission
No monitoring report submitted yet, project start date in 2019	by end of 2020
Last monitoring period end: 01 January 2019	by end of 2020
Last monitoring period end: 01 December 2019	by end of 2020
Verification report submitted for monitoring period 01 June 2018 to 31 May 2019	for 01 June 2019 to 31 December 2020 by end of 2020
Last monitoring period end: 01 December 2019, last annual report covering 01 December 2019 to 01 December 2020	by end of 2021

- 3.1.2 | The Project Developer shall upload the annual report(s) on the SustainCERT App to complete the submission. Note that the annual report shall be made public upon submission.

**1| PROJECT(S) INFORMATION**

Please identify the project activity, Programme of Activity, and/or Voluntary Project Activity/ies (henceforth called 'project') and the reporting period to which this annual report applies.

<b>0.1   Title of Project/ VPA(s)</b> If you are submitting an annual report for a project or number of VPAs, please include the name of the all VPAs as well.	GS1247 VPA 142 Manicaland Safe Water (GS6518) GS1247 VPA 143 Manicaland Safe Water (GS6519) GS1247 VPA 144 Manicaland Safe Water (GS6520) GS1247 VPA 145 Manicaland Safe Water (GS6521) GS1247 VPA 146 Manicaland Safe Water (GS6522) GS1247 VPA 147 Manicaland Safe Water (GS6523)
<b>0.2   GS ID(s)</b>	GS6518-23
<b>0.3   GS Registry project link(s)</b>	<a href="https://registry.goldstandard.org/projects/details/1124">https://registry.goldstandard.org/projects/details/1124</a> <a href="https://registry.goldstandard.org/projects/details/1125">https://registry.goldstandard.org/projects/details/1125</a> <a href="https://registry.goldstandard.org/projects/details/1126">https://registry.goldstandard.org/projects/details/1126</a> <a href="https://registry.goldstandard.org/projects/details/1127">https://registry.goldstandard.org/projects/details/1127</a> <a href="https://registry.goldstandard.org/projects/details/1128">https://registry.goldstandard.org/projects/details/1128</a> <a href="https://registry.goldstandard.org/projects/details/1129">https://registry.goldstandard.org/projects/details/1129</a>
<b>0.4   Date of completion of the report</b>	16/12/2022
<b>0.5   Which monitoring period is the annual report being submitted for?</b>	01/09/2021 – 31/08/2022
<b>0.6   Is a verification in progress for this monitoring period?</b> Annual reports are still required by the end of the calendar year if a verification is in progress but not complete. Refer to <a href="#">Principles and Requirements</a> 5.1.39 and 5.1.42	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**2| ANNUAL REPORT**

Please use this section to provide a brief summary of the progress of the project(s) during the reporting period and a summary of the monitoring information obtained.


<b>0.7   Has the project been actively implemented/operated during the monitoring period (Q1.5) this report refers to?</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No If no, please elaborate:
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<b>o.8  </b> Please list the recent activities, events and actions related to the project that summarize the project’s progress during the monitoring period this report refers to.	<ul style="list-style-type: none"> <li>Annual Monitoring (Project and Usage Surveys) conducted in April and August 2022.</li> <li>Ongoing Quarterly monitoring visits and Water Quality Testing</li> <li>Rehabilitation of an additional 90 boreholes (to be included next Monitoring Period)</li> <li>Annual WASH training</li> <li>Rollout of Mobile Monitoring</li> </ul>
This may include milestones in implementation, calibration of equipment, carrying out of surveys or monitoring activities, Host Country approvals, etc. Refer to: <a href="#">Principles and Requirements 5.1.42.(a)</a>	
<b>o.9  </b> Have there been any <b>changes to the continuous input/grievance mechanism</b> during the monitoring period this report refers to?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b> <i>If yes, please ensure that all stakeholders are informed of the new way to provide continuous inputs or file grievances.</i>
<b>o.10  </b> Has there been any <b>input/feedback or grievance</b> provided by stakeholders after the validation stage and during the monitoring period this report refers to?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please fill out the table below.</i>
Refer to <a href="#">Principles and Requirements 5.1.42.(c)</a>	

Stakeholder Engagement Report					
Date	Comment	Action point from Project Owner	Response From Project Owner	Responsible person for the issue	Issue resolved?
DD/MM/YYYY	Describe the comment received	Changes expected by the stakeholder	How you will resolve the issue/ Whether you find the issue relevant to be addressed	Person who will take/took the responsibility for resolving and monitoring of the issue	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>O.11</b>   Have there been any incidents or events that may impact the Outcomes/Impacts delivered to date (in terms of loss) or the ongoing Performance of the Project.</p> <p>Refer to <a href="#">Principles and Requirements 5.1.4.2.(d)</a></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b> <i>If yes, please elaborate:</i></p>
<p><b>O.12</b>   Have any legal contests/disputes arisen related to the project?</p> <p>Refer to <a href="#">Principles and Requirements 5.1.4.2.(e)</a></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b> <i>If yes, please elaborate:</i></p>

<p><b>o.13</b>   Have there been any updates to the Key Project Information, Project Design Document, Monitoring &amp; Reporting Plan?</p> <p>Refer to <a href="#">Principles and Requirements 5.1.4.2.(f)</a></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> <b>No</b></p> <p><i>If yes, please refer to the section <a href="#">Error! Reference source not found.</a> below</i></p>																										
<p><b>o.14</b>   Please provide a summary of the monitoring information collected during the year.</p> <p>Please only provide information on those indicators monitored during the reporting period. Indicators monitored once per monitoring period are not necessary to be included here.</p> <p>Refer to <a href="#">Principles and Requirements 5.1.42.(g)</a></p>	<p>Project and Usage Surveys were conducted in March/April and August with 86 surveys conducted between March 27<sup>th</sup> and April 3<sup>rd</sup> 2022, and an additional 16 conducted between 17<sup>th</sup> and 27<sup>th</sup> August 2022 for a total of 102 surveys.</p> <p>Water Quality Tests are taken on a quarterly basis, processed, and reported by District Government Laboratories. Any failures are then treated to ensure the community have access to safe water.</p> <p>Functionality is measured on a quarterly basis by Field Team, with any minor servicing conducted by the communities. Local Technicians are contacted for any major repairs. Events outside the quarterly visits are reported.</p> <p>An overview of the parameters for this annual report are shown in the table below.</p> <table border="1" data-bbox="716 947 1409 1545"> <thead> <tr> <th>Data/Parameter</th> <th>Value obtained</th> </tr> </thead> <tbody> <tr> <td><math>I_{p,y}</math></td> <td>0%</td> </tr> <tr> <td><math>T_{p,y}</math></td> <td>40.2</td> </tr> <tr> <td><math>TR_y</math></td> <td>44.2%</td> </tr> <tr> <td><math>P_y</math></td> <td>7,819</td> </tr> <tr> <td><math>P_{access}</math></td> <td>7,681</td> </tr> <tr> <td>Water Quality</td> <td>PASS</td> </tr> <tr> <td><math>N_{p,y}</math></td> <td>2,848,835</td> </tr> <tr> <td><math>U_{p,y}</math></td> <td>92.37%</td> </tr> <tr> <td><math>Q_{p,y}</math></td> <td>11.37 (7.5 Capped)</td> </tr> <tr> <td><math>Q_{p,cleanboil,y}</math></td> <td>0</td> </tr> <tr> <td><math>Q_{p,rawboil,y}</math></td> <td>0</td> </tr> <tr> <td>Failure Days,<math>y</math></td> <td>17</td> </tr> </tbody> </table>	Data/Parameter	Value obtained	$I_{p,y}$	0%	$T_{p,y}$	40.2	$TR_y$	44.2%	$P_y$	7,819	$P_{access}$	7,681	Water Quality	PASS	$N_{p,y}$	2,848,835	$U_{p,y}$	92.37%	$Q_{p,y}$	11.37 (7.5 Capped)	$Q_{p,cleanboil,y}$	0	$Q_{p,rawboil,y}$	0	Failure Days, $y$	17
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<b>o.15</b>   (For LUF projects) Have there been any updates to the 'Project Participants and Secured Titles?'	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
Please ensure that at all times the project is in compliance with section 2 (b) of the Land Use and Forests Activity Requirements. Refer to <a href="#">Principles and Requirements</a> 5.1.4.2.(h)	
<h3>3  SUPPORTING DOCUMENTATION/EVIDENCE</h3>	
<b>o.16</b>   Please list any supporting documentation or evidence provided along with this annual report	N/A
Refer to <a href="#">Principles and Requirements</a> 5.1.4.2.(f)	
<h3>4  DECLARATION OF CORRECT PROJECT INFORMATION</h3>	
<input checked="" type="checkbox"/> I, the undersigned, attest to the accuracy of the information provided in this Annual Report <input checked="" type="checkbox"/> I, the undersigned, understand that annual reporting does not represent certification nor any decision-making or agreement to any design change by gold standard. Annual reporting is intended as an opportunity to share progress and track key updates and confirms to Gold Standard that the project remains active. With formal review of conformity to requirements; any changes in approach shall be undertaken at performance certification only.	
<b>Project Developer/Representative Entity</b>	CO2balance UK Ltd.
<b>Signatory names</b>	Mr James Walker, Operations Director
The signatory shall be an individual with legal signing authority within the Project Developer's organization Refer to <a href="#">Principles and Requirements</a> 5.1.43	
<b>Signature</b>	
The Project Developer shall attest to the accuracy of the information provided by its signature on the Annual Report Refer to <a href="#">Principles and Requirements</a> 5.1.43	

## DOCUMENT HISTORY

Version	Date	Description
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**Project Annual Report Form**

1.0	01/07/2017	Initial Adoption
1.1	01/03/2018	Editorial changes
		<ul style="list-style-type: none"><li>- Introduced a checklist format with guidance and references.</li></ul>
2.0	16/08/2022	<ul style="list-style-type: none"><li>- Added clarification on timelines and conditions for submission of annual reports and other communication to Gold Standard.</li><li>- Changed title to differentiate from other annual report templates.</li></ul>