# **Abbreviations and acronyms**

BUR	biennial update report
CDM	Clean Development Mechanism
GHG	greenhouse gas
IAR	international assessment and review
ICA	international consultation and analysis
ICAT	Initiative for Climate Action Transparency
IPCC	Intergovernmental Panel on Climate Change
ISO	International Organization for Standardization
NGO	non-governmental organization
REDD+	reducing emissions from deforestation and forest degradation
UNFCCC	United Nations Framework Convention on Climate Change
VCS	Verified Carbon Standard

## Glossary

Assessment period	The time period over which impacts resulting from the policy are assessed
Assessment report	A report, completed by the user, that documents the assessment process, and the GHG, sustainable development and/or transformational impacts of a policy
Assessment statement	A statement made by the user that summarizes the assessment process and the results of the impact assessment
Assurance	A statement that gives confidence or certainty about the information that is reported in an impact assessment
Baseline scenario	A reference case that represents the events or conditions most likely to occur in the absence of a policy (or package of policies) being assessed
Conflict of interest	A situation that (1) has the potential to undermine or compromise the impartiality of a review team member, or (2) puts the review team member or their family member in a position to derive personal financial, professional or political benefit from an action or decision made as a review team member. The presence of a conflict of interest is independent of its actual occurrence.
Evidence	Data sources, estimation and assessment methods or tools, and documentation that are used to estimate the impacts of a policy, and that support the assessment report and the assessment statement
Ex-ante assessment	The process of assessing expected future impacts of a policy (i.e. a forward- looking assessment)
Ex-post assessment	The process of assessing historical impacts of a policy (i.e. a backward-looking assessment)
First-party technical review	A type of technical review carried out by the same government agency that is responsible for the implementation of the policy and/or the impact assessment
Impact assessment	Assessment or estimation of GHG, sustainable development or transformational impacts resulting from a policy, either ex-ante or ex-post
Materiality	The concept applied to determine whether errors, omissions or misrepresentations in information could affect an assessment statement regarding GHG, sustainable development or transformational impacts
Policy or action	An intervention taken or mandated by a government, institution or other entity, which may include laws, regulations and standards; taxes, charges, subsidies and incentives; information instruments; voluntary agreements; implementation of technologies, processes or practices; and public or private sector financing and investment

Quality assurance (QA)	Activities including a planned system of review procedures to verify that data quality objectives were met and to support the effectiveness of the quality control system
Quality control (QC)	A system of routine technical activities, to measure and control the quality of data or subject matter
Second-party technical review	A type of technical review performed by a person or organization that has an interest in, or affiliation with, the user
Stakeholders	People, organizations, communities or individuals who are affected by, and/or who have influence or power over, a policy
Subject matter	The GHG, sustainable development or transformational results and supporting information included in the assessment report
Technical review (review)	A process that evaluates an assessment report in accordance with the criteria and scope of the review. The process results in a written technical review report and technical review statement.
Technical reviewer (reviewer)	The entity or individual conducting a technical review
Technical review report	A report, completed by the technical reviewer, that documents the process that was undertaken to evaluate the assessment report in accordance with the criteria and scope of the review
Technical review statement of (review statement)	A statement made by the technical reviewer that provides a summary of the review process and the reviewer's conclusion of the technical review
Third-party technical review	A type of technical review performed by a person or organization that is independent from the user in terms of commercial, financial and legal interests
Verification	An empirical process of data collection and analysis carried out by an independent party with technical qualifications to determine (1) whether, or to what extent, an entity is meeting its obligations under a treaty or against a standard, or (2) that an assertion or claim made by a party to show their compliance with a treaty or standard is true

### References

- AICPA (American Institute of Certified Public Accountants) (2016). *Agreed-Upon Procedures Engagements*. AT Section 201. Available at www.aicpa.org/Research/Standards/AuditAttest/ DownloadableDocuments/AT-00201.pdf.
- ANSI (American National Standards Institute) (2016). *Conflict of Interest Policy*. Washington, D.C. Available at <u>www.ansi.org/Accreditation/product-certification/DocumentDetail?DRId=728</u>.
- Brack, Duncan (2003). Monitoring the Montreal Protocol. In *Verification Yearbook*. Available at <u>www.vertic.org/media/Archived\_Publications/</u> <u>Yearbooks/2003/VY03\_Brack.pdf</u>.
- CTBTO (Comprehensive Nuclear-Test-Ban Treaty Organization) (2010). *Lecture 14: Overview of CTBT On-Site Inspections*. Vienna. Available at <u>https://ctbtcourse.files.wordpress.com/2010/10/</u> <u>lecture\_13\_-ic\_osi\_matjaz\_prah\_14102010.pdf</u>.
- Ellis, Jane, and others (2011). *Design Options for International Assessment and Review (IAR) and International Consultations and Analysis (ICA)*. Paris: Organisation for Economic Co-operation and Development. Available at www.oecd.org/env/cc/49101052.pdf.
- Global Reporting Initiative (2013). *G4 Sustainability Reporting Guidelines, Part 1, Reporting Principles and Standard Disclosures*. Available at www.globalreporting.org/resourcelibrary/ <u>GRIG4-Part1-Reporting-Principles-and-Standard-Disclosures.pdf</u>.
- IAASB (International Auditing and Assurance Standards Board) (2013). Handbook of International Quality Control, Auditing, Review, Other Assurance, and Related Services Pronouncements. New York. Available at www.ifac.org/publicationsresources/2013-handbook-international-qualitycontrol-auditing-review-other-assurance-a.
- IAEA (International Atomic Energy Agency) (2007).
  *IAEA Safeguards: Staying Ahead of the Game*.
  Vienna. Available at <u>www.iaea.org/sites/default/</u> <u>files/safeguards0707.pdf</u>.

ICF International (2015). *Entergy Corporate Greenhouse Gas Inventory for Calendar Year 2014: Verification Report*. Toronto.

(2016). Entergy Corporate Greenhouse Gas Inventory for Calendar Year 2015: Verification Report. Toronto. Available at http://americancarbonregistry.org/how-it-works/ accounts/icf\_verification-report\_entergy-2015.pdf/ view.

- Integrated Reporting Council (2013). *Materiality Background Paper for Integrated Reporting*. Amsterdam. Available at <u>https://integratedreporting.org/wp-content/</u> <u>uploads/2013/03/IR-Background-Paper-</u> <u>Materiality.pdf</u>.
- IPCC (Intergovernmental Panel on Climate Change) (1996). *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories*. Geneva. Available at <u>www.ipcc-nggip.iges.or.jp/public/gp/english</u>.
- ISO (International Organization for Standardization) (2004). ISO/IEC 17000: Conformity assessment – vocabulary and general principles. Available at www.iso.org/standard/29316.html.
  - (2006). ISO 14064-3: Greenhouse gases – Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions. Available at www.iso.org/standard/38700.html.
  - (2011a). ISO 14066: Greenhouse gases competence requirements for greenhouse gas validation teams and verification teams. Available at www.iso.org/standard/43277.html.
  - \_\_\_\_\_ (2011b). ISO 19011: Guidelines for auditing management systems. Available at www.iso.org/standard/50675.html.
  - (2013). ISO 14065: Greenhouse gases requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition. Available at www.iso.org/standard/60168.html.

\_\_\_\_\_ (2015a). ISO 9001: Quality management systems – requirements. Available at www.iso.org/standard/62085.html.

\_\_\_\_\_(2015b). ISO 14001: Environmental management systems. Available at <u>www.iso.org/</u> <u>iso-14001-environmental-management.html</u>.

MEASURE Evaluation (2017). Step 3: Site verification interviews. Available at <u>www.measureevaluation.</u> <u>org/resources/training/online-courses-and-</u> <u>resources/non-certificate-courses-and-mini-</u> <u>tutorials/the-place-method</u>.

Republic of Ghana (2015). *Ghana's First Biennial Update Report*. Available at <u>http://unfccc.int/</u> <u>resource/docs/natc/ghnbur1.pdf</u>.

Rypdal, Kristin, Ketil Flugsrud and William Irving (1999). *Good Practice: Methodological Choice*. Available at <u>www.ipcc-nggip.iges.or.jp/public/gp/</u> <u>bgp/6\_1\_Methodological\_Choice.pdf</u>.

Tribunal de Contas da União (2014). *Auditoria Operacional nas Concessões Florestais*. Available at <u>https://portal.tcu.gov.br/biblioteca-digital/</u> <u>auditoria-operacional-nas-concessoes-florestais-</u> <u>federais.htm</u>.

(2017). Federal Court of Accounts (TCU – Brazil). Available at <u>http://portal.tcu.gov.br/english</u>.

UNFCCC (United Nations Framework Convention on Climate Change) (2010). *The Cancun Agreements: Outcome of the Work of the Ad Hoc Working Group on Long-Term Cooperative Action under the Convention*, Decision [1/CP.16]. Bonn. Available at https://unfccc.int/resource/docs/2010/cop16/ eng/07a01.pdf.

(2011). Modalities and Guidelines for International Consultation and Analysis (ICA) of Biennial Update Reports under the Subsidiary Body for Implementation (SBI). Bonn. Available at http://unfccc.int/resource/docs/2011/cop17/ eng/09a01.pdf#page=43.

(2014). Guidelines for the Technical Review of Information Reported Under the Convention Related to Greenhouse Gas Inventories, Biennial Reports and National Communications by Parties Included in Annex I to the Convention. UNFCCC/CP/2014/10/ Add.3/13/CP.20. Bonn. Available at http://unfccc.int/resource/docs/2014/cop20/ eng/10a03.pdf#page=3. United Nations General Assembly (1995). Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 Relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks. A/CONF.164/37. Available at www.un.org/depts/los/convention\_agreements/ texts/fish\_stocks\_agreement/CONF164\_37.htm.

(2010). Report of the Resumed Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 Relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks. A/CONF.210/2010\_/. Available at www.un.org/ depts/los/convention\_agreements/reviewconf/ review\_conference\_report.pdf.

USWHD (United States Wage and Hour Division) (2015). *Fact Sheet #44: Visits to employers*. Washington, D.C. Available at www.dol.gov/whd/regs/compliance/whdfs44.pdf.

Verra (2016). *Validation and Verification Manual*, v3.2. Washington, D.C. Available at <u>http://verra.org/</u><u>wp-content/uploads/2018/03/VCS\_Validation\_</u><u>Verification\_Manual\_v3.2.pdf</u>.

Vorhies, James B. (2005). The new importance of materiality. *Journal of Accountancy*, 1 May 2005. Available at <u>www.journalofaccountancy.com/</u> issues/2005/may/thenewimportanceofmateriality. html.

WHO (World Health Organization) (2014). Eliminating Measles and Rubella: Framework for the Verification Process in the WHO European Region. Copenhagen. Available at www.euro.who.int/\_\_data/assets/ pdf\_file/0009/247356/Eliminating-measles-andrubella-Framework-for-the-verification-processin-the-WHO-European-Region.pdf.

WRI (World Resources Institute) (2014). Policy and Action Standard: an Accounting and Reporting Standard for Estimating the Greenhouse Gas Effects of Policies and Actions. Washington, D.C. Available at www.ghgprotocol.org/policy-and-actionstandard.

Zwick, Steve (2011). Ghana measures forests from sky and land. Ecosystem Marketplace. Available at www.ecosystemmarketplace.com/articles/ghanameasures-forests-from-sky-and-land.

### Contributors

#### **Guide development leads**

Jeffrey Hayward, Rainforest Alliance (technical lead) Sinclair Vincent, Verra (co-lead)

### **Technical Working Group**

Ann Howard, American National Standards Institute Arief Wijaya, World Resources Institute, Indonesia Beatriz Sanchez Jimenez, Aether Brice Boehmer, Transparency International Ciniro Costa Junior, IMAFLORA Edwin Aalders, DNV-GL Feng Hu, consultant Ken Creighton, Woods Hole Research Center Marian Van Pelt, ICF International Michael Gillenwater, Greenhouse Gas Management Institute Rachel Chi Kiu Mok, The World Bank Raul Salas Reyes, Ricardo Energy & Environment Sandro Federici, Food and Agriculture Organization of the United Nations Satish Kumar Gupta, Bureau of Indian Standards **Reviewers** Jae Jung, Greenhouse Gas Inventory & Research Center of Korea

Rocio Lichte, Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

Ruta Bubniene, UNFCCC

#### **Pilot organizations**

Grupo Ecológico Sierra Gorda, Mexico