Fondo BioClimatico

Systems and Procedures

for the management of carbon services
from rural communities and small scale farmers

Function of the Fondo BioClimatico

The Fondo BioClimatico (FBC) is an independent not-for-profit trust fund registered with the Banco de Credito Rural, based in San Cristobal de Las Casas, Chiapas, Mexico. The FBC is administered jointly by AMBIO, a rural development and environmental consultancy company also based in San Cristobal de Las Casas and the Edinburgh Centre for Carbon Management, in the UK.

The FBC acts as

- an umbrella organisations for rural producers interested in selling carbon offset services,
- a centre of support and training for these producers and
- a point of contact between these producers and organisations and individuals interested in mitigating their CO2 emissions.

The FBC facilitates the sale of carbon offset services from small scale rural producers to carbon purchasers. The FBC is responsible for the administration of finances provided by purchasers to secure carbon offset services from producers registered with the FBC and for the assessment and monitoring of these activities.

The procedures used by the FBC are based on the Plan Vivo System (www.planvivo.org). This manual describes the details of how the Plan Vivo System is implemented by the FBC.

1. IDENTIFYING PURCHASERS

Although the FBC itself does not have resources to carry out marketing, its strategy is to identify possible carbon purchasers through its national and international contacts. The FBC's capacity to facilitate the sale of carbon is dependant on the market demand and sale agreements are only made with producers once a purchase order has been confirmed.

2. IDENTIFYING PRODUCERS

2.1 Direct sale

When the FBC receives a carbon order it makes an 'announcement of an opportunity' to farmers' organisations explaining the possibility that farmers may be able to sell carbon offset services through the FBC. The announcement is directed to organisations working with target groups; a preference is made for organisations with environmental and social development objectives that have experience with socially viable forestry and agroforestry systems (see annex 1). The FBC aims to balance the number of organisations contacted with the size of the carbon order.

Once the details of the sale (quantity, price and date) have been established the FBC discusses the sale with farmers' representatives, considering:

- The amount of carbon needed and the potential income for producers
- The number of communities and producers that could be involved
- Uncertainties and risks associated with the sale
- The requirements for producers to be able to sell their carbon through the FBC

2.2 Reserve fund

In addition to direct sales the FBC also allows producers interested in establishing new (agro)forestry activities to register their carbon in a reserve fund. Producers are not guaranteed sales but when if orders are made these producers may have the opportunity to sell their carbon at a later date. The reserve fund helps the FBC ensure that it can meet new carbon orders quickly and can maintain a diverse portfolio of carbon service activities. For the producers it provides the opportunity to plan activities in advance of confirmed sales. Producers who wish to register their carbon in the reserve fund must go through the same procedures as those who make direct sales but the FBC does not monitor these plots until a purchase to this carbon is identified. The FBC aims to balance the size of the reserve fund with expected carbon orders in next few years.

2.3 Waiting list

A third means of registering offset activities with the FBC is through the waiting list. In order to register their carbon on the waiting list producers must provide details of what type of activity they intend to carry out and what area of land they will use. Producers are not required to complete the whole planning, assessment and monitoring process until there is an opportunity for carbon sale. No sale agreements are made with producers on the waiting list. When new orders are made producers on the waiting list may be invited to submit full plan vivos for assessment by the FBC. For those accepted sale agreements will be drawn up and monitoring carried out.

3. PRELIMINARY DISCUSSIONS

Once the FBC has decided which farmers' groups will be invited to register their carbon preliminary meetings will be held in the communities. The aim of these meetings is to discuss:

- Basic concepts of climate change and carbon service provision
- How the FBC is organised
- How producers can register carbon with the FBC

The FBC technicians explain that (agro)forestry systems should be designed around the long-term needs and resources of producers and that carbon sequestration should not be the only objective. Technicians also emphasise that registering carbon with the FBC is a voluntary action and that it does not result in transfer of ownership of the producers' land or trees on it. Part of the aim of preliminary discussions is to define which (agro)forestry systems the producers would like to use, this is facilitated through a discussion of:

- The availability of land
- Forestry and agroforestry systems already used in the community
- New innovative (agro)forestry systems that have proved successful elsewhere
- Whether activities will be implemented by individuals or by groups
- The number of families that can be involved
- The organisation of activities

After one or two meetings the producers will decide whether they wish to continue to the next stage and start to plan their (agro)forestry activities.

3.1 Social Assessors

The FBC employs two social assessors who have experience of working with farmers' groups to help evaluate the capacity of new groups. The assessors provide the FBC with general information concerning the social and political situation within the community and assess the organisational

capacity of the producer groups. The assessors also evaluate whether the implementation of the planned (agro)forestry activities is viable.

The FBC avoids working with communities where there are:

- Internal conflicts which could affect the achievement of FBC objectives
- Intentions within the community to use involvement with the FBC for political motives
- Rules and customs which will lead to exclusion of certain sectors (through political, religious or personal reasons)
- Or where participation is not voluntary.

3.2 Collaborative Agreements (see annex 2)

The aim of the Collaborative Agreement is to define clearly, together with the community, the rights and responsibilities of all parties involved. This helps to avoid possible misunderstanding and conflicts in the future. The Collaborative Agreement states that involvement with the FBC and registration and sale of carbon by producers is a voluntary action. The agreement is signed by all parties and sets out a work plan specifically defining:

- Which producers, families and groups are interested in participating in the project
- Whether the work is to be carried out by individuals, groups or the whole community and to specify which activities will be done by which parties
- Who is the contact point with the FBC (this could include the village commissioner, community technicians, or other representatives)
- When planning activities will be carried out
- When meeting will be held in the community/group to discuss progress
- That the community understands the FBC Principles of Operation (annex 3)
- That the FBC will respect the rules and customs of the community

3.3 Advance payments

In some cases after the collaborative agreement has been signed a small advance payment made be made to new producers/groups to help cover costs incurred while implementing (agro)forestry activities. The criteria for deciding whether an advance payment should be made are as follows (see also Advance Payment Agreement annex 4):

- The producers, community or group have successfully registered their Plan Vivos with the FBC, have signed the Contract of Carbon Service provision and have made a Sale Agreement with the FBC

- The advance payment is justified by the costs of implementation estimated in the Plan Vivos
- If the producers, communities or groups have already been involved with the FBC in the past the FBC has had no negative experience with these people in terms of their work or their management of finances
- New producers must have the support of their group or community.
- If the producers, communities or groups are new to the FBC a report from the FBC's social assessors will be required on whether the level of organisation in the group and the producers' understanding of the responsibilities of working with the FBC are adequate
- The producers demonstrate to the FBC that they have started to implement the planned activities before the advance payment is made

4. PLANNING (AGRO)FORESTRY ACTIVITIES

Once preliminary discussions have been carried out and proposed (agro)forestry activities have been defined producers will then be asked to develop a 'Plan Vivo'. A Plan Vivo is tool for planning, managing and monitoring (agro)forestry activities and carbon service provision. It is also a means of communication between the producer and the FBC. The design of Plan Vivo should be based around the needs and resources of the producer's family.

A Plan Vivo takes the form of an annotated map of the producer's land showing all the different fields that the producer owns and the land use or vegetation type of each area. On this the producer marks where he/she will implement new activities and provides a work programme showing activities, dates and necessary inputs (in terms of labour and materials) based on the producers work expectations. The FBC recommend that producers make their Plan Vivos together with their whole family as the work required and resulting benefits may affect the whole household.

From the information given in the Plan Vivo it should be possible to determine:

- Which activities are most economically important to the producer
- What type of (agro)forestry system the producer intends to implement
- Whether the producer will still have sufficient agricultural land to provide for his/her family after trees have been planted
- If there are potential leakages of carbon from other areas of the producer's land
- The quantity of carbon that will be sequestered
- The work programme the producer is planning
- The cost of implementing the activities

4.1 Reconnaissance of the community

As part of planning activities FBC technicians conduct an informal reconnaissance of the community in order to gather information that will be of value when providing assistance for planning (agro)forestry activities and evaluating Plan Vivos. Technicians make observations on the prevailing agricultural systems and land use in the community, other economic activities and proximity to markets, tree species that show good performance and examples of (agro)forestry systems currently used in the community.

4.2 Planning assistance

Community technicians are given training in the production of Plan Vivos by the FBC so that they can assist other producers in preparing their own plan vivos. Training is carried out through workshops and field visits during which the FBC will work with community technicians to explain the purpose of a plan vivo, how it should be made and what information is required. The training includes discussion of proposed (agro)forestry systems so that technicians can advise other producers which systems are best suited to their needs and what the management requirements of these systems are.

4.3 Baseline assessment

A baseline evaluation is carried out by the community technician for each plan vivo as part of the planning process. The Baseline Survey Form (annex 5) is used to record site characteristics including the abundance of vegetation present on the site before planting. This is used to help determine the carbon baseline.

5. EVALUATION AND REVISION OF PLAN VIVOS

Once producers have finished making their Plan Vivos these are submitted to the FBC for evaluation in order to:

- Ensure that the proposed activities are socially and technically viable
- Confirm that the producers were involved in the planning process
- Estimate the carbon sequestration potential of the activities

Plan Vivos which are socially, technically and environmentally viable are registered with the FBC. Once a producer has completed the registration process he/she will be eligible to sell carbon services through the FBC.

5.1 Evaluation criteria

Producers' plan vivos are evaluated according to the criteria in the Plan Vivo Evaluation Form (annex 6a & 6b). Aspects considered are:

- Current use of proposed plot
- Tenure of proposed plot
- Location and area of plot
- Proposed (agro)forestry system
- Management objectives of system
- Proposed species use
- Propose management regime
- Costs of implementation
- Carbon sequestration potential

5.2 Technical specifications and carbon sequestration calculations

The carbon sequestration potential of proposed (ago)forestry activities is assessed using a technical specification of the appropriate land use systems. The FBC has a series of technical specifications that describe various forestry and agroforestry systems used by small scale producers in the region. These specifications are evidence based documents that define the carbon sequestration potential of a given land use system that meets certain minimum management requirements within a range of ecological conditions. Technical specifications also define monitoring targets for the verification of this estimated carbon potential. A list of technical specifications currently used by the FBC are shown in annex 7.

By comparing the plan vivo with the relevant specification it is possible to evaluate the technical and economic viability of the proposed (agro)forestry system and determine its carbon sequestration potential. Planned activities that meet minimum management requirements stated in technical specifications will be assigned the relevant sequestration potential. For planned activities that differ slightly from the management description it may be possible for the producer to revise his/her plans without compromising production objectives, if plans differ significantly to the technical specification the production of a new specification may be necessary before the Plan Vivo can be registered (the procedure for modifying technical specifications is described in section 11.1).

5.3 Technical revision of plan vivos

Plan vivos that had minor problems are returned to the producers for correction after discussion with FBC technicians, Plan Vivos with major problems may be rejected in this round of assessment

with a clear explanation to the producer, although the producer may re-apply in the following year. Producers are given 30 days in which to make any corrections necessary to their Plan Vivos.

Part of the process of evaluating a plan vivo is the revision of the plan during the establishment phase (during the first three years). In this way the FBC can ensure that the technical details specified in the plan vivo are being met and the (agro)forestry system corresponds to the relevant technical specification as described in the propose plan.

6.4 Qualified technicians

The FBC has a list of technicians qualified to carry out assessment of Plan Vivos (annex 8). The list provides details of the technicians qualifications and experience and any training given by the FBC. It is important to note that only specially trained community technicians may carry out assessments and they can never assess plan vivos made by producers in their own community or where they have provided assistance in making a plan vivo.

6 REGISTRATION OF PLAN VIVOS

6.1 General agreement for carbon service provision

Those producers whose plan vivos have been approved by the FBC will now enter into a Contract of Agreement for Carbon Service Provision. This agreement states the general conditions for producers selling carbon via the FBC (annex 9).

6.2 Plan vivo registration

Producers (agro)forestry activities are registered as having the potential to provide carbon offset services through the Letter of Plan Vivo Registration (annex10). The Letter of Plan Vivo Registration also acts as an official record of the results of evaluation and will be issued with one of the following offers:

1. Accepted: plan vivos that are socially and technically viable
2. Conditional acceptance: plan vivos that contain minor problems that can be corrected by the producer with assistance from the FBC technicians. Registration is conditional on the corrections being made.
3. Not accepted: plan vivos that are technically or socially unviable.

The Letter of Plan Vivo Registration states what the carbon sequestration potential of the proposed activity is and how carbon will be credited to the producer if monitoring targets are met. Once producers are aware of the results of the evaluation they may chose whether they wish to accept the

offer to register their carbon with the FBC. If the producers decide to register the carbon an account is set up with the FBC for each producer and the details are entered into the FBC database. Each producer is issued with an Account Book (annex 11) that shows details of his/her carbon account and financial balance with the FBC, this provides the producer with the information required to make decisions concerning carbon sales.

6.3 Information management – the FBC database

In order to ensure accurate and reliable recording of transactions with producers all details of registration agreements, carbon accredited to producers, sales and payments are recorded in a database. A detailed database manual (annex 12) gives instructions of how the database should be used to record data and manage carbon transactions with producers. The details of each producer are recorded along with all the details of plots registered for carbon offset provision (including carbon offset potential). Monitoring data, amounts carbon accredited to the producer and details of each individual carbon sale and payment are recorded.

7. TECHNICAL MONITORING AND CARBON ACCREDITATION

The accreditation of carbon to producers' carbon accounts is made on the basis of the results of technical monitoring. The purpose of monitoring is to verify the carbon sequestration through an assessment of the development of the (agro)forestry system, to evaluate the quality of management by the producer and to identify technical problems and possible solutions.

7.1 Monitoring procedures

Monitoring is carried out by community technicians specially trained by FBC technicians. Monitoring is carried out in 100% of plots registered with the FBC in years 1,2,3,5,10,15, 20 and 25 after planting. Data collected during monitoring is entered into the FBC database.

7.2 Monitoring targets

Monitoring targets for each (agro)forestry system used by farmers registered with the FBC are defined in the relevant technical specification. Monitoring targets are defined for each stage in the rotation with the aim of ensuring that the estimated carbon sequestration potential is being achieved as expected. Although the exact parameter used for each (agro)forestry system may differ in general monitoring indicators are as follows:

- In the first 3-5 years monitoring indicators are based on the successful establishment of the (agro)forestry system specifying the minimum required planting density, maximum allowable mortality and the condition of seedlings (annex 13).

- From year 5/10 onwards indicators are based on the growth of trees in terms of DBH and height in addition to the number of trees surviving per ha (annex 14).

7.3 Accreditation of Carbon

Carbon is accredited to each producer's account after monitoring has taken place, the amount of carbon accredited is dependant on the total carbon sequestration potential of the plot and the percentage of the monitoring target realised. Assuming monitoring targets (specified in the technical specification) are fully met, 20% of the total carbon sequestration potential will be accredited in years 1,2,3,5 and 10. If monitoring targets are not fully met the amount of carbon accredited will be proportional to the percentage of the monitoring target realised.

The results of each monitoring and the amount of carbon accredited are recorded in the FBC database and in each producers Account Book. This Account Book has details of each individual carbon accreditation, sale and payment made so that the producer may have accurate information concerning the status of his/her plot and carbon and financial balances.

7.4 Risk buffer (contingency fund)

The contract of carbon service provision states that each producer may sell up to 90% of accredited carbon but must maintain an unsold risk buffer consisting of the remaining 10%. This serves as a contingency fund for the FBC in case of the loss of carbon from producer's plots that has already been allocated to purchasers, for example through fire or other natural disaster. The Letter of Plan Vivo Registration gives the producer details of how much of the estimated carbon for each plot will be accredited to this contingency fund. This carbon remains in each respective producer's carbon account until the FBC specifically authorises its sale. Carbon in the risk buffer is recorded in the FBC database as well as each producer's Account Book so that the FBC has accurate information of the total size of monitored risk buffer carbon registered with the FBC.

7.5 Verification of monitoring data

Each year FBC technicians re-monitor 10% of plots monitored by community technicians in order to assess the quality of monitoring data collected. If the results as recorded by community technician and FBC technician differ by more than 10% a review of the community technician's working practise is conducted. If is it clear that the community technician has not carried out the work or has been negligent he/she will be obliged to re-do the monitoring before any carbon can be accredited. However if the review indicates that errors were due to a lack of training or support then

the FBC will accept the result, re-train the technician and verify that results are correct in the next year.

At the end of each years monitoring the FBC technicians make a report giving details of how many plots were monitored, if any plots due to be monitored were not monitored and why and the results for the verification of monitoring data.

8. ADMINISTRATION OF CARBON SALES

The FBC is responsible for organising carbon and financial transactions between purchasers and producers. The FBC is responsible for informing all parties about the state of carbon and financial accounts held with the FBC.

8.1 Distribution of carbon sales

As mentioned above, the FBC initiates the sale of carbon through an announcement of opportunity to producer groups and that this announcement is directed to priority groups or regions. Once the different groups have shown interest in involvement with the FBC a decision is made on how to distribute carbon sales. The criteria for distributing carbon sales is partly dependant on the conditions made by the purchaser, for example a purchaser may prefer carbon from a particular region or (agro)forestry system. This decision is also based on previous experience with groups and strength of commitment to working with the FBC.

8.2 Sale agreements

Once an order for carbon has been confirmed by the purchaser the FBC will proceed to make Sale Agreements with producers who have registered their plan vivos. The Sale Agreement forms part of the producer's Account Book and states the quantity of accredited carbon that the producer may sell within a certain period and the price that it can be sold at.

As mentioned above the saleable carbon for any producer will be 90% of the total carbon accredited to his/her account. The Sale Agreement for any producer is based on the amount of carbon that he/she should have available to sell (assuming all monitoring targets are met) within a five year period. For new producers this will equate to a maximum of 80% of the saleable carbon (i.e. the saleable carbon accumulated through monitoring in years 1,2,3 and 5). The aim is to make sufficient Sale Agreements in any one year so that all the carbon ordered from the FBC in that year is covered by these agreements. This means that any purchase of carbon made from the FBC will be fully met by accredited carbon within 5 years (although the actual sequestration of this carbon

will take longer depending on the growth rate of the (agro)forestry system). All information on Sale Agreements is recorded in the database.

8.3 Carbon sales and payments

Carbon sales are made after monitoring has been completed and FBC technicians and administrators have updated all records. Producers with sale agreements may sell carbon once it has been accredited to their accounts. The amount of carbon that a producer may sell is determined by the balance of saleable carbon in his/her account (the amount accredited to date less the 10% risk buffer less any carbon sold to date). This is held on record on the database and in each producer's Account Book.

Once the FBC administration determines how much carbon a producer may sell and at what price the sale is officially recorded on the producer's Account Book by debiting the appropriate amount of carbon and crediting the corresponding amount of money to the producer's financial account. The details of the sale transaction are signed by both the producer and a representative of the FBC on the producer's Account Book. A copy of each producer's Account Book is held by the FBC and this is also updated and signed. Details are then entered into the database.

The producer may withdraw money in his/her carbon account at any point. When a withdrawal of money is made details are again entered into the producer's Account Book (and the copy held by the FBC) and both parties sign when the money is paid. Details are then entered into the database. Payments can be made directly to each producer, in the form of a cheque for a bank near the community or via a representative elected by the community.

8.4 Payment authorisations

In order for funds to be released from the FBC bank account a payment authorisation must first be approved by the trustees. The FBC technicians submit a payment authorisation request along with a list of producers that will receive payments giving details of their carbon balance and their sale agreements.

8.5 Purchaser reports

Through the database the FBC can provide purchasers with information concerning the status of each individual carbon purchase, including whether the purchase has been covered by sale agreements and to what extent these sale agreements have been realised with actual sales of

accredited carbon. Information can also be provided as to how carbon sales have been distributed among communities, regions and (agro)forestry systems.

9. FBC COMMUNICATION SYSTEMS

In addition to field visits and meetings carried out as part of planning and monitoring activities the FBC has two formal communication pathways with producers.

9.1 Social monitoring

A social monitoring survey is carried out each year by the FBC with the objective of obtaining information on the social impact of providing and selling carbon services. The aim is to gather information on the (agro)forestry systems used by producers, levels of skills and experiences held by producers, economic impacts of involvement on families and communities and producers' perception of communication and organisation by the FBC. This information is used to disseminate useful information to producers, identify training needs, analyse FBC systems and procedures and provide information to carbon purchasers concerning the social impact of the project. 10% of registered producers are surveyed each year; monitoring is carried out by community technicians using a specially designed survey format (annex 15) after appropriate training..

9.2 Bi-annual meetings

The FBC organises bi-annual meeting where representatives of all communities and groups involved with the FBC may attend to discuss progress and problems with carbon provision activities. In these meeting representatives present plans for development of activities in their groups and progress reports for the last 6 months. Monitoring visits are planned and various aspects of the FBC administration are discussed.

10 DOCUMENTATION CONTROL

All the procedures used by the FBC are detailed in this document and those annexed. Modification of any of these documents requires consultation between the 2 administratory bodies of the FBC (Ambio and ECCM) and with representatives of producers involved with the FBC. The final decision regarding any modification to FBC procedures is made jointly by Ambio and ECCM but major modifications are always discussed in a bi-annual meeting prior to their finalisation. When a modification is made the relevant document is updated and saved on the files in Ambio and ECCM. The list of FBC documents annexed below gives the date of the latest version; this date is also included in the text of the document.

10.1 Modification of technical specifications

The modification of technical specifications is a special case of document control. If, in preliminary discussions with a community it is clear that the producers wish to use (agro)forestry systems that differ from those currently described in existing technical specifications a decision must be made as to whether it is possible to develop a new technical specification for the new system. If the system is not significantly different from current technical specifications (for example if the same species will be used but with a different planting density) it may be possible to make a new variation based on the existing technical specifications with a re-estimated carbon offset potential. If the proposed system is significantly different from other systems currently used (for example using a species with a very different growth rate) it will not be possible to make a new technical specification without new data on biomass accumulation. As with other FBC documents the creation of a new technical specification will require approval from both Ambio and ECCM before it may be used.

13 FBC Documents

ANNEX	DOCUMENT	DATE OF LAST REVISION
1	Priority Areas for the FBC	Aug 2001
2	Collaborative Agreement	Aug 2001
3	FBC Principles	Aug 2001
4	Investment Agreement	Aug 2001
5	Baseline Vegetation Survey Format	Aug 2001
6a	Reforestation Plan Vivo Evaluation Form	Aug 2001
6b	Forest Management Plan Vivo Evaluation Form	Aug 2001
7	Technical specifications	Nov 2001
8	Technical team	Nov 2001
9	Contract of Agreement for Carbon Service Provision	Nov 2001
10	Letter of Plan Vivo Registration	Nov 2001
11	Producer Account Book	Aug 2001
12	FBC Database Manual	Nov 2001
13	Monitoring Format - Establishment	Nov 2001
14	Monitoring Format - Maintenance	Nov 2001
15	Social Monitoring Format	Aug 2001

Annex 1 - FBC Priority Groups, Regions and Agroforestry Systems

Groups:

Ejidos, communities and small producers

Regions:

Chiapas: Los Altos, Sierra Norte, Selva Lacandona, Marqués de Comillas, El Ocote. Oaxaca: Sierra Norte.

Land use systems:

Community forest management – high priority
Restoration of degraded forests – high priority
Small scale plantations and agroforestry systems – medium priority

Annex 2. - Collaborative Agreement

At _____ on _____ in the community of _____, in the municipality of _____ a meeting was held to consider the following points concerning the provision of carbon offset services:

1. List of participants
2. General information on the project, agreements for carbon sales with the FBC and agreements with the FBC Principles
3. Organisation of work (individual, group or community based)
4. Nomination of group representatives and community technicians
5. Planning of dates for making and submitting plan vivos
6. Setting of regular dates for meeting for discussing progress or problems
7. Other business
8. Establishing that the proposed activities conforms to the FBC requirements for the provision of carbon offset services

1. A total of _____ producers attended the meeting representing _____ % of all those involved in the proposed project.

2. The assembly declare its respect and support of the agreement defined as in this document through the signatures or thumbprints of all those present.

3. The group expresses its interest in developing sustainable forestry, agriculture and livestock activities which have the potential to provide carbon offset services in accordance with FBC requirements.
Accepted ( ) Not accepted ( )
Observations _____
_____
_____

It is understood that financing depends on

- Technical evaluation of plan vivos
- The availability of financial resources in the FBC
- Work progress
- The demand for carbon offset services

Once the plan vivo has been registered it may be part of the FBC reserve fund

It is emphasised that

- The FBC does not guaranteed prices for carbon beyond those stated in sale agreements
- The programme does not have political or religious aims and that participants may not be excluded for religious or political convictions
- The programme is voluntary and there is no agreement on either part until carbon service agreements and sale agreements have been signed based on the plan vivos
- Any problem (organisational or technical) should be resolved through communication with social assessors and technicians

4. The participants confirm that work will be carried out by: individuals ( ), a group ( ), the community ( ).

5. In order to co-ordinate work in progress the group nominated as person(s) responsible to the FBC _____ and as community technician(s) _____

6. The group agrees to organise meetings to discuss the development of carbon offset services every _____ in the following manner -
_____

7. With respect to other general issues the following points were made: _____
_____
_____
_____

Not having other points to consider this meeting finished at _____ on the date mentioned above. The representatives of the group and of the FBC sign below to confirm their participation and agreement in those points made and noted here:

_____ _____
For the group For the group

_____ _____
For the FBC For the FBC

7. The signatures of all participants present in the meeting who agree with all points made above are annexed below:

No.	**Name**	**Signature**

Annex 3

FBC Principles of operation

The FBC is a small banking institution that supports the investigation, development and implementation of carbon sequestration forestry, agriculture and livestock projects in collaboration with producers, organisations and scientific institutions and investors from Mexico and abroad.

The FBC is not a social, political or religious organisation, It is not a state organisation nor does it have any official relationship with the government or any political parties.

The legal status of the FBC is as a trust fund. In simple terms the FBC acts as a market stall where interested companies and institutions in may come to buy carbon offset services and where organisations and communities interested in providing carbon offset services may come to sell these services.

It is important to note that the FBC can only arrange the sale of carbon offset services for producers if there is sufficient national or international demand.

Annex 4

Investment Agreement

For the provision of investment into carbon services provided by producers registered with the FBC.

The FBC aims to promote activities by rural producers and communities that generate carbon offset services and provide social and environmental benefits. To this aim the FBC can invest in certain activities proposed by producers according to the following criteria:

- The producers, community or group have successfully registered their Plan Vivos with the FBC, have signed the Contract of Carbon Service provision and have made a Sale Agreement with the FBC
- The investment is justified by the costs of implementation estimated in the Plan Vivos
- If the producers, communities or groups have already been involved with the FBC in the past experience of their work and management of finances has been good. New producers have the support of the group.
- If the communities or groups are new to the FBC a report by the FBC's social assessors verifies that the level of organisation in the group and the producers' understanding of the responsibilities of working with the FBC are adequate
- The producers demonstrate to the FBC that they have started to implement the planned activities before the investment is made

The investment will take the following form:

- The investment will be a maximum of 15% of the estimated total value of the saleable carbon from proposed activities
- The investment will be entered into the producers account book as a withdrawal from their financial account
- The investment will be re-coped by the FBC within three years through income from carbon sales made by the producer.

The following agree to all terms and conditions set out above

_____

Name and signature of producers or group representatives

Producers codes:_____

Annex 5 - Baseline Survey Form

Producer:
Community
Proposed planting year:
Area (ha):
Aspect:

Current use of the plot where trees will be planted:

Maize	Fallow - of what age ……..	**Pasture**	Coffee	Other (describe)

Proposed (agro)forestry system:_____

Soil type: heavy medium light
Soil colour:
Slope: flat medium steep

Depth of soil	0 – 20 cm	20 – 50 cm	50 cm – 1 m	> 1m

Current vegetation present in the plot:

Type of vegetation	**none**	**Few** >25% cover	**Moderate** 25-50% cover	**Abundant** >50% cover	**Comments**
herbs (including grasses)					
shrubs					
Small trees (1-5m high including coffee)					
Medium trees (5-10m high)					

	Number of trees in plot
Large trees (10-20m high)	
Very large trees (>20m high)	

Did the plot show signs of erosion: Yes No

What was the form of the erosion:

channels small furrows deep furrows ravines

OBSERVATIONS:

Annex 6a: Assessment form for Reforestation Plan Vivos

Name of producer: …… Name of assessor: ……
Producer code: …… Date of assessment: ……
Code for proposed site: ……...

Criteria			Assessment*	Comments**
Section A - Management				
1) Is the Plan Vivo clear and understandable?			Yes / No	
2) Does the Plan Vivo show the area and land use / vegetation type of all land under producer's control?			Yes / No	
3) Please provide details of	Expected products/production objectives			
	Species			
	Planting density			
4) Which technical specification does the proposed LUS most closely correspond to?		System		
		Variation		
		Code		
5) Does the proposed LUS meet all the minimum management requirements for this system?		Species used	Yes / No	
		Planting density	Yes / No	
		Establishment	Yes / No	
		Maintenance	Yes / No	
6) Are the estimated inputs (materials/time) sufficient		Establishment	Yes / No	

* please delete as appropriate or provide necessary information. If any criteria are not met please give full details and suggest corrective action in the comments column.

** please provide any additional relevant information.

for implementation?			
	Maintenance	Yes / No	
7) Has the producer considered where to obtain seedlings? Is this source appropriate?		Yes / No	
8) What area is proposed for the intervention?			
9) What is the productivity of the plot for the proposed intervention?			
10) Recommendation for improving the productivity/utility of the proposed system	species		
	planting density		
	establishment		
	maintenance		
	other		

Section B - Viability		
11) Does the producer/group have clear long term user rights over the site proposed for the intervention?	Yes / No	
12) What is the current LUS of the plot?		
13) What area of this LUS will the producer still have after this plot is used for carbon offset provision?		
14) Is the remaining area sufficient to supply the farmers' needs?	Yes / No	

15) Has the producer taken actions to improve the productivity / sustainability of his/her other land?		Yes / No	
16) Is there a domestic/local/regional demand for the product/services from the proposed system?		Yes / No	
17) Does the proposed intervention involve community level action?		Yes / No	
18) If the proposed intervention involves community level action is there an adequate level of organisation?	Planning of activities	Yes / No	
	Distribution of responsibilities	Yes / No	
	Control and distribution of income	Yes / No	
19) What are the long term requirements for the stated production objectives (for example training requirements, planning harvesting methods etc)?			
20) Recommendations on how long term viability may be improved?			

Annex 6b: Assessment form for forest management Plan Vivos

Name of producer: …… Name of assessor: ……

Producer code: …… Date of assessment: ……

Criteria		**Assessment***	**Comments****
Section A - Management			
1) Does the Plan Vivo show all the land under community's control?		Yes / No	
1a) what is the total area of	forest		
	agriculture		
	pasture		
	other		
2) What a re the baseline parameters for the community	Population density		
	Distance from roads		
2a) What is the baseline % forest loss			
3) What is area of conservation forest?			
3a) What activities are allowed in conservation areas?			
3b) How will these activities be controlled			
3c) Who is responsible for this?			
3d) How is the conservation area marked on the ground?			

* please delete as appropriate or provide necessary information. If any criteria are not met please give full details and suggest corrective action in the comments column.

** please provide any additional relevant information.

3e) Are plans to control use in conservation areas sufficient?		Yes / No	
4) what is the area of forest management?			
4a) Does the community have a registered forest management plan?		Yes / No	
4b) what is the allowable annual yield of the forest?			
4c) who carries out harvesting operations			
4d) what records of timber extraction are kept			
4e) who is responsible for controlling harvesting?			
4f) Are plans to control harvesting sufficient?		Yes / No	
5) Describe any other planned forestry activities			
6) Is fire a risk?		Yes / No	
6a) How will it be controlled?	Establishment of fire breaks	Yes / No	
	Establishment of fire fighting teams	Yes / No	
6b) Are plans to control fire sufficient?		Yes / No	
7) assessment of other potential risks			
8) Are estimated inputs (costs/time) sufficient for implementation of Plan Vivo?		Yes / No	
9) Recommendations for improving Plan Vivo			

Section B - Viability			
9) Does the community have clear long term user rights over the forest land?		Yes / No	
10) Does the Plan Vivo have support from the whole community?		Yes / No	
5) What activities are planned to improve land use?	Activitiy: Area:		
	Activitiy: Area:		
	Activitiy: Area:		
	Activitiy: Area:		
5a) Are these activities sufficient to alleviate pressures on existing forest for timber, fuelwood and land?		Yes / No	
18) Has there been an adequate level of community organisation?	Planning of activities	Yes / No	
	Distribution of responsibilities	Yes / No	
	Control and distribution of income	Yes / No	
19) What are the long term requirements for the stated production objectives (for example training requirements, planning harvesting methods etc)?			
20) Recommendations on how long term viability may be improved?			

Annex 7 - FBC Technical Specifications

Subtropical Land Use Systems

Improved Fallow FOR-ACME-SUBT1
The management of secondary pine/oak vegetation for the production of timber, fuelwood and other products through enrichment planting with *Pinus oocarpa* and liberation thinning to encourage the growth of naturally regenerating oak (*Quercus* sp).

Live Fences AF-CERVI-SUBT1
This system involves a long term association with trees and crops. Pine (*Pinus oocarpa*) and cipres (*Juniperus lusitanica*), trees are planted around the edge of arable fields or areas of pasture. The trees produce timber and other products and if well managed crop yields will not be adversely affected by competition for light or water. This a useful system where land is scarce as the trees do not have to replace crops but are planted on the field boundary.

Forest Restoration FOR-REST-SUBT1
This system involves the restoration of open pine forest that has been degraded in the past through harvesting, fire and grazing to increase the stocking of commercial species. This can either involve enrichment planting where open areas are planted with pine (*Pinus oocarpa*) and cipres (*Juniperus lusitanica*), or by fencing off the area to prevent grazing and allowing natural regeneration.

Tropical Land Use Systems

Taungya AF-TAUNG-TROP1
Plantation of *Cedrela odorata* and *Swietenia macrophylla* initially established together with annual crops. The annual crops provide additional income during the first few years and the saplings benefit from the maintenance of the crops. As the planting density is lower the cost of buying seedlings is reduced. After 3-4 years the tree will out-shade the annual crops. This system is most suited to areas of higher rainfall where competition for water is not a problem.

Live Fences AF-CERVI-TROP1
This system involves a long term association. *Cedrela odorata* trees and crops where trees are planted around the edge of arable fields or areas of pasture. The trees produce timber and other products and if well managed crop yields will not be adversely affected by competition for light or water. This a useful system where land is scarce as the trees do not have to replace crops but are planted on the field boundary.

Improve Coffee plantation AF-CAFÉ-TROP1
The price of coffee can be very variable in Central America creating significant problems for small scale producers. Enrichment planting of timber trees into coffee plantations diversifies production and buffers coffee price fluctuations. Through the use of timber shade trees income from coffee plantations can be improved as well as increasing carbon sequestration.

Forest management FOR-MAN-TROP1
In development. Conservation and sustainable management of lowland tropical forest and implementation of activities that reduce pressure on existing forests. The potential to offset carbon is equal to the predicted rate of carbon loss based on a regional baseline matrix parameterised with local data.

Improved Fallow FOR-ACME-TROP1
In development

Annex 8

FBC TECHNICAL TEAM

Elsa Esquivel Bazán (AMBIO)
Responsible for FBC adminitsration
Degree in agro-ecology from UACh, México. 1995
Is currently studying for a post graduate degree in Environmental and Development Studies. Has worked with the FBC since 1997 as technical assessor and administrator.

Sotero Quechulpa Montalvo (FBC)
Responsible for FBC technical co-ordination
Degree in Plant Science and Agronomy from UACh, México. 1995
Has worked for the FBC as technician and administrator since 2000. Has worked for various social organisations in Chiapas since 1996 involved in technical training, project planning and project management.

José Luis Pérez Vázquez (FBC)
Responsible for FBC financial accounts
FBC accountant and administrator (since 1998), assists in the administration of finances and carbon accounts, although not qualified to assess Plan Vivos Joes Luis assists in updating producers account books. 1986 - administrator for the National Institute of Nutrition, 1987-1998 assistant administrator for Pajal credit union.

José Adolfo De León Santizo (Unión de Crédito Pajal Ya Kac'tic)
Was involved in the pilot phase of the Scolel Te carbon sequestration project and has worked as social assessor for the FBC since 1999. Has a great deal of experience of working with community social projects in Chipas. Founding member of the Pajal credit union and has worked with Pajal for since 1979.
Has received the following training from the FBC:
Making Plan Vivos
Evaluation Plan Vivos
Social monitoring

Fernando López Aguilar (Unión de Crédito Pajal Ya Kac'tic)
Involved with the FBC since 1998 working as a social assessor since 1999. Has a wide knowledge and understanding of social aspects of community work. Was involved in the foundation of the Pajal credit union and has worked with Pajal since 1979.
Has received the following training from the FBC:
Making Plan Vivos
Evaluation Plan Vivos
Social monitoring

Nicolas Hernandez Perez (Union de Credito Pajal Ya Kac'tic)
FBC Assistant Technician
Nicolas has taken part in the organisation of communities since the beginning of the project in 1994 until 1998. He rejoined the FBC in Aug 2001.
Has received the following training from the FBC:
Making Plan Vivos
Evaluation Plan Vivos

FBC TECHNICAL SUPPORT TEAM

Adalberto Vargas Guillén (AMBIO)
Degree in forestry from UACh, Mexico. 1993
Has worked for the FBC as a technician since 1997. Has experience in community development projects and in the production of forest management plans in Chiapas.

Miguel Angel Castillo Santiago.
Degree in forestry and MSc in statistical computation. Miguel works for the El Colegio de la Frontera Sur as the head of the GIS laboratory and has been carrying out research into regional carbon baselines for the CLIMAFOR project. He attended a USAID funded course on monitoring, evaluation and veroification of carbon forestry projects in Berkley University, USA.

FBC COMMUNITY TECHNICIANS

Tzeltal
Antonio Gómez Demeza
Mariano Moreno Moreno
Hilario López Gómez (Alan kantajal ha participando en monitoreos)
Mariano Moreno Jiménez (reuniones, monitoreos, con una participado irregular)
Juan Moreno Jiménez
Jerónimo Gómez Pérez II (Samaria)

Tojolabal
Pedro Hernández García Juznajab
Gonzalo Pérez García Juznajab

Huitiupan
Alejandro encino Álvarez

Yokpokitiok
Mateo Jiménez Gómez (Participa en reuniones y monitoreos)

UREAFA
Plan Paredón
Juan Rojas Gutiérrez
Rincón Chamula
Domingo Hernández López (actual Comisariado ejidal)

Marqués De Comillas
Damián Gordillo García
Cristóbal Bautista Hernández

Rizo De Oro
Héctor Álvarez Jiménez

Amextra
Nicolás Díaz Arcos
Nicolás Rodríguez López

Annex 9: Contract of agreement for carbon service provision

The conditions specified in this contract apply to all sites registered by the producer with the trust fund for the provision of carbon services.

The producer agrees to make all efforts to maintain the (agro)forestry system specified in the letter of site registration in the long term (for a period of 100 years representing 4 or 5 rotations) and to this end at the end of each rotation the producer will return 5% of income to the trust fund

- This money will always be made available to the producer by the trust fund on the condition that the producer re-establishes the (agro)forestry system on his/her land
- If the producer does not wish to re-establish (agro)forestry on his/her land this money will be made available to other producers who wish to implement new (agro)forestry activities on their land

The producer also agrees that:

- The producer agrees to allow monitoring to take place at the times specified in the letter of site registration.
- Each producer will have one carbon account and one financial account set up with the trust fund on registration of a plan vivo.
- Carbon will be credited to the producer's account after verification of monitoring targets.
- Carbon will only be available for sale once it has been credited to a producers account.
- The trust fund agrees to facilitate the sale of the amount of carbon stated in the sale agreement assuming that monitoring targets are met. The producer agrees to sell this amount of carbon at the price stated in the sale agreement. The trust fund cannot guarantee a fixed price for future sale agreements.
- The producer agrees to retain 10% of carbon accredited to his/her carbon account to act as a carbon reserve.
- If the producer has additional carbon available to sell he/she may sell this to other bodies but must notify the trust fund of any transactions and must not exceed the carbon credited to his/her account.
- When a carbon sale is made the producer's financial account will be credited with the corresponding amount of money. Once money has been credited to the producer's account he/she may withdraw this money at any time

The undersigned understand and agree to abide by the conditions of this contract

signed …….. …….

date …….. ……

(the 'producer') (the 'trust fund')

Annex 10 - Letter of plan vivo registration

All conditions of the contract of agreement for carbon service provision apply.

Producer code:
Producer:
Community
Municipality:

Plan Vivo
(Agro)forestry system:
Technical specification code:
Area (ha):
Plot code:
Proposed date of planting

Received:
Evaluated:
Assessor:

Results of evaluation

Information: adequate ( ) not adequate ( )
Management: adequate ( ) not adequate ( )
Viability: adequate ( ) not adequate ( )

Carbon sequestration potential:

Therefore your plan vivo has been: accepted/rejected/accepted

Assuming that monitoring targets are met as expected carbon will be accredited to the producers account as follows:

Year	Credited carbon (tC)	Saleable carbon (tC)	Reserve carbon (tC)
2001			
2002			
2003			
2005			
2010			
Total			

The undersigned agree to the registration of this plot with the FBC

signed ……. ……. …….

date ……. …….. ……..

producer FBC group representative

Annex 11: Account Book (With Example Data)

Name Juan Carlos Perez
Prodocer code TOJ05
Registered plots TOJ05a

Carbon sale agreement						
Date of agreement	**Quantity of carbon**	**Price**	Purchase	**Allowable period of sale**	**Signature FBC**	**Signature producer**
1998	72	8	FIA 1998	1998 - 2003		

		CARBON ACCOUNT (tC)				PRICE	FINANCIAL ACCOUNT (US$)			**SIGNATURE**	
Date	**Detalle**	**Deposit**	**Sale**	**Purchase**	**Balance**	**US$/tC**	**Deposito**	**Retiro**	**Balance**	**FBC**	**Producer**
1998	Monitoring	20			20						
1998	Sale		18	FIA 1998	2	8	144		144		
1998	Withdrawal				2			144	0		
1999	Monitoreo2	20			22				0		
1999	Sale		18	FIA 1998	4	8	144		144		
1999	Withdrawal				4			144	0		

Annex 12: FBC database manual

Tables

- PRODUCTORES (producers) - details of farmers who are registered with FBC
- COMPRADORES (purchases) - information on carbon purchased from FBC
- COMPROMISOS (sale agreements) - details of sale agreements made with farmers showing how much carbon they can sell and who they will sell it to
- MONITOREOS (monitoring) - information from monitoring carried out in each plot
- REGISTRO DE PLANES VIVOS (registration) - details on farmers plots registered with FBC for carbon sales
- RETIRADAS DINERO (withdrawals) - details of payments made to farmers
- SISTEMAS (systems) - information on the carbon sequestration potential of different forestry systems
- TRANSACCIONES (transactions) - details of carbon sales made by farmers

Queries

- AN REP SUMA CARBONO (FBC carbon report) - shows how the total amount of carbon purchased from FBC, the total amount of carbon allocated in sales agreements, the total amount of carbon accredited to farmers and the total amount of carbon sold by farmer for each year
- AN REP SUMA FINANCIAL (FBC financial report) - Shows the amount of money received by FBC for carbon purchases, the amount credited to farmers accounts, FBC costs and financial balance for each year
- BALANCE CARBONO (carbon balance) - shows the amount of carbon a farmer has available for sale
- BALANCE DINERO (financial balance) - shows the amount of money a farmer has in his account
- CAPTURA ESTIMADO POR PARCELA (potential sequestration per plot) - shows what the potential carbon sequestration is for each plot
- PROGRAMA MONITOREOS & PAGOS (monitoring programme) - gives details of when each plot should be monitored and how much carbon should be accredited in each monitoring year if the monitoring is 100% successful
- REP COMPRADOR (purchaser report) - shows the amount of carbon purchased from FBC by different buyers each year, the amount of carbon allocated to each purchase in sales agreements with farmers and the amount of carbon actually sold by farmer to date
- CARTA DE REGTISTRO - Has information needed to fill out the plot registration form

Using the Database

Registration of new producers and new plots

1. Enter the farmers details into the PRODUCERS table. Give each farmer a '*producer id'* code.
2. Enter the details of the Plan Vivo into the REGISTRATION table. Use the drop down menu arrow for the '*producer id*' and the '*system code'*.
3. Enter the results of the baseline survey into the REGISTRATION table.
4. Fill in a contract of agreement for new farmers and a plot registration form for new plots to be signed by FBC and the farmer

Recording new orders for carbon from FBC

5. When there is a new order for carbon enter the name of the purchaser, the purchase id, the amount of carbon and the price in the PURCHASERS table.

Making sale agreements with farmers

6. The POTENTIAL SEQUESTRATION PER PLOT query tells you the *'net sequestration per plot'* and the '*saleable carbon'*. The saleable carbon is 90% of the '*net sequestration per plot'*, the farmer must keep the remaining 10% unsold as a reserve.
7. The sale agreement will be based on the '*saleable carbon'*. For new producers the first sale agreement may be up to 80% of the '*saleable carbon*'. Fill in the sale agreement box in the farmer's account

sheet with the amount of carbon he/she can sell, the price and the purchase id. This should then be signed by FBC and by the farmer.

8. When the sale agreement has been signed enter the amount of carbon that the farmer may sell and the agreed price and the purchase id into the SALE AGREEMENT table. Use the drop down menu arrow for the '*producer*' and the '*purchase'*.

9. When all the sale agreement details have been entered into the SALE AGREEMENT table open the ANNUAL REP PURCHASES query. The '*sale agreements made'* should equal the '*tC purchased'* (don't worry about the '*sales realised'* figure yet.)

Recording monitoring data

10. First look in the MONITORING PROGRAMME query. This tells you when monitoring should be carried out for each plot. Make sure that you have all the monitoring forms for plots that should be monitored in this year. The MONITORING PROGRAMME query also tells you how much carbon should be credited to each farmer's account in each year.

11. Open the MONITORING table and enter the information from the monitoring form. Use the drop down menu arrow for the '*plot id'*.

    a. If the results of monitoring were 100% successful the '*carbon accredited to date'* will be equal to the amount given in the MONITORING PROGRAMME query for this plot in this year.

    b. If the results of monitoring were less than 100% successful the value of '*carbon accredited to date'* will be equal to the amount given in the MONITORING PROGRAMME query for this plot in this year multiplied by the % success of the monitoring result.

12. The '*carbon accredited in this year'* is equal to the '*carbon accredited to date'* for this year minus the '*carbon accredited to date'* for the last year for the same plot. (If it is the first year for the plot the '*carbon accredited in this year*' will be equal to the '*carbon accredited to date'*.)

Transactions (carbon sales and payments)

13. The CARBON BALANCE query will be automatically updated to show how much carbon each producer has left to sell after the monitoring results.

14. A farmer may sale any carbon that he/she has available for sale up to the amount specified in the sale agreement, which also gives details of who the carbon will be sold to and what the price should be.

15. In order to release funds from the FBC bank account a payment authorisation request must first be approved by the trustees. The request is accompanied by a list of the producers with details of their current carbon balance and sale agreements.

16. When the payments have been made producers account books are updated with details of carbon accredited, carbon sold and payments made and signed by both parties.

17. The account books are updated in the field in the presence of the producer and a copy of all accounts books is maintained by the FBC and updated and signed at the same time as the original.

18. The TRANSACTION and WITHDRAWAL tables in the database are then updated.

19. The CARBON BALANCE and FINANCIAL BALANCE queries are automatically updated. These details are then cross checked with the figures in the account book.

Changes in registration

20. If any producers wishes to withdraw from the FBC registration or sell his/her registered plot to another person he/she will first have to meet the requirements set out in the Agreement of Carbon Service Provision document.

21. If a plot is de-registered it should be removed from the REGISTRATION table, details of monitoring carried out to date should be deleted and sale agreements should also be cancelled. Details of the plot, sale agreements, carbon credits and transactions should be recorded in the CANCELATION table. Carbon lost through de-registration must be allocated to another producer with capacity to sell carbon so that the purchaser does not loss carbon from any individual purchase.

22. If the ownership of a plot changes the database should be updated by changing the idcode of the plot in REGISTRATION and MONITORING tables to reflect its new ownership.

ANNEX 13: Monitoring format - plantation establishment

Producer: Community:
Plot code: Area (ha):
Date planted: (Agro)forestry system:

Planted trees

Species	# planted in first year	# planted in second year	# planted in third year	Total # dead trees

Planting distance: …….

State of trees	none	some	many	all	comments
Healthy					
Plagued					
Damaged					
Infected					

Other vegetation present in the plot:

Vegetation	None	Few <25% cover	Moderate 25-50% cover	Abundant >50% cover
Herbs				
Shrubs				
Small trees (1-5m ht)				
Medium trees (5-10m ht)				
	and number of trees:			
Large trees (10-20m ht)				
Very large trees (>20m ht)				

Problems observed:
Pests:
Diseases:
Soil:
Others:

OBSERVATIONS:

Annex 14: Monitoring format - plantation maintenance

Producer: Community:
Plot code: Area (ha):
(Agro)forestry system:
Date planting started: Date planting completed:

Planted trees

Species	Total # planted	Total # surviving trees

General planting distance: ……..

state of trees	**None**	**Some**	**Many**	**All**	**Comments**
healthy					
damaged					
diseased					

Other vegetation present in the plot:

Vegetation	None	Few <25% cover	Moderate 25-50% cover	Abundant >50% cover
Herbs				
Shrubs				
Small trees (1-5m ht)				
Medium trees (5-10m ht)				
	and number of trees:			
Large trees (10-20m ht)				
Very large trees (>20m ht)				

Problems observed:
Pests:
Diseases:
Soil:
Others:

OBSERVATIONS:

DBH and Height of sample trees:

	Sample 1		Sample 2		Sample 3	
	DBH	Height	DBH	Height	DBH	Height
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Average						

Annex 15: Social monitoring format
Municipality: _____ Community: _____Date: _____

Experiences with your agroforestry system
What system are you using? _____

What area does this cover? _____

What types of tree have you planted?

Type of Tree	**Number planted**

Where did you get the seedlings? _____

How much did the seedlings cost? _____

Did you have problems obtaining seedlings? _____

Do you want to use other species?, Yes ( ) Which? _____
No ( ) Why? _____

Did you have problems when preparing and planting your plot?
No ( )
Yes ( ) What? _____

How many days did it take to:

Activity	**No. of days**	**Cost per day**
Clear vegetation		
Mark planting lines		
Make holes		
Plant the trees		

How long did it take to maintain you plot:

Activity	**No. of days**	**Cost per day**

Is this different to the time planned for in your Plan Vivo?
Yes ( ) No ( ) I don't know ( )

Do you work alone or with your family? _____

Do you hire help?_____ how many people?_____ how much did it cost?_____

What products do you currently collect from your plot?
a) Fuelwood _____ b)Timber _____ c) Fruit _____
c) Medicines _____ c) Others _____

In what ways do you think planting trees will improve you plot?

What are the principal problems that affect your trees:

Type of tree	Problem	Observation

How has making a Plan Vivo helped you plan your work? _____

II.- Skills and experiences

What types of skills have you learnt through the carbon sequestration project?

a) preparing and planting _____
b) maintenance _____
c) organisation _____
d) Others _____

How have you learnt these?

a) From your companions ( )
b) government institutions ( )
c) Training form the FBC ( )
d) Visits to other communities ( )
e) Others _____

Has the training that you have received from the Fondo been sufficient? Si ( ) No ( )

What other training would you like to help you with your work?

a) Planning agroforestry systems
b) Planting and pruning trees
c) Pest and disease control
d) Establishing and maintaining tree nurseries
e) Collecting seeds
f) Other

What form would you like this training?

a) In each community ( )
b) By region ( )
d) In the bi annual meetings ( ) .
e) Other _____

IV.- Carbon payments

Do you know how much carbon you have already sold?
Yes ( ) how much? _____ No ( )

Do you know how much carbon you can sell in future?
Yes ( ) how much? _____ No ( )

How much money have you received so far from carbon sales? _____

Do you think that the date of payment is well timed? Yes ( ) No ( )

If you had not sold your carbon could you still have planted your trees? Yes ( ) No ( )

From your experience so far would you sell carbon through the Fondo again? Yes ( ) No ( )

Of the payments how much have you spent on?
buying seedlings _____
buying fertiliser and pesticides _____
buying tools _____
paying wages _____
buying animals _____
housing _____
food _____
health _____
education _____
entertainment _____
Other _____

Have you received any other financial help for your agroforestry activities?
From where? _____ how much? _____

V.- Organisation y communication
Do you have meetings in your group? Yes ( ) No ( )

How often do you have these meetings?

Where are the meetings held?
In your community ( )
In other communities ( )

Who takes part in meetings
All the group ( ) Half your group ( ) Less than half your group ( )
Only representatives ( ) Farmers from other groups ( )

How are these meetings useful to you? _____

How often would you like to have meeting? _____

Do you think the communication between your group and the Fondo sufficient? Yes ( ) No ( )

How do you think communication with the FBC could be improved? _____

How does working with the FBC affect:
You? _____
Your family? _____
Your community? _____

Does working with the Fondo cause any particular problems in your community
No ( )
Yes ( ) What? _____