



## UKCCC INTERESTED PARTIES CONSULTATION AND ENGAGEMENT REQUIREMENTS

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**TABLE OF CONTENTS**

UKCCC INTERESTED PARTIES CONSULTATION AND ENGAGEMENT REQUIREMENTS ..... 1

1. SCOPE AND APPLICABILITY ..... 3

2. TIMING OF LOCAL INTERESTED PARTIES CONSULTATION ..... 3

3. MINIMUM GROUP OF INTERESTED PARTIES TO BE CONSULTED ..... 3

4. MEANS FOR INVITING INTERESTED PARTIES ..... 3

5. INFORMATION TO BE MADE AVAILABLE TO INTERESTED PARTIES ..... 4

6. CONSULTATION ..... 4

7. CONTINUOUS INPUT AND GRIEVANCE MECHANISM ..... 4

8. CONSIDERATION OF COMMENTS RECEIVED ..... 4

9. ONGOING REPORTING ..... 4

10. INTERESTED PARTIES CONSULTATION DOCUMENTATION ..... 5

## **UKCCC VISION & MISSION**

**OUR VISION:** Climate change reversal through Greenhouse Gas Reduction and Removal + and sustainable development for all.

**OUR MISSION:** To ensure UK Green House Gas Reduction and Removal (GRR+) Credits are effectively measured, reported and verified to give surety to those wishing to offset residual Carbon Dioxide Equivalent (CO<sub>2</sub>Ee) units.

### **1. SCOPE AND APPLICABILITY**

- 1.1 The aim of the Interested Parties consultation is to engage affected Interested Parties and to discuss potential environmental, social and economic impacts (both positive contributions and potential risks) that projects may have during design, planning and implementation and to establish an ongoing mechanism for feedback.
- 1.2 All UKCCC projects shall “take gender issues into account”. This requires local Interested Parties consultation processes to reach a wide range of community representatives in ways that ensure equal and effective participation of both women and men, and that gender issues are fully factored into comprehensive social and environmental impact assessments. Project Proponents are referred to the *UKCCC Gender Equality Requirements & Guidelines and Gender Policy*.
- 1.3 Where the entire project boundary is under single ownership or control, a simplified version of the Interested Parties Consultation can take place. Namely, a representative from the UKCCC, local NGOs and the local planning authorities if required. It is good practice to consult with local people especially where significant land use change occurs.

### **2. TIMING OF LOCAL INTERESTED PARTIES CONSULTATION**

- 2.1 The Interested Parties Consultation shall be conducted prior to the start date of the Project so that the Interested Parties can truly influence the project design, planning and its implementation.
- 2.2 If the Consultation is conducted after the start date, the Interested Parties shall be provided with an opportunity to comment on the project and the Project Proponent shall provide further explanation of how comments received during the consultation were taken into account.

### **3. MINIMUM GROUP OF INTERESTED PARTIES TO BE CONSULTED**

- 3.1 The Project Proponent shall identify and invite all relevant (local, affected and interested) Interested Parties as mentioned below for consultations and comments. The project proponent is to use common sense when compiling the list of interested parties, for instance where regenerative agricultural projects are being proposed, there is no need to consult local planning authorities. If in doubt check with the UKCCC.
  - 3.1.1 Local people, communities and or representatives who are directly or indirectly affected by the project.
  - 3.1.2 Interested Parties with land-tenure rights within or adjacent to the project must be contacted.
  - 3.1.3 Local policy makers and representatives of local planning authorities.
  - 3.1.4 National government officials or National focal bodies responsible for the project in the host country, for example in the UK, DEFRA, Natural England, Forestry Commission.
  - 3.1.5 Local non-governmental organisations (NGOs), Women Groups working on topics relevant to the project or working with communities who are likely to be affected by the project.
  - 3.1.6 A UKCCC representative at [info@ukcarboncodeofconduct.com](mailto:info@ukcarboncodeofconduct.com)
  - 3.1.7 Relevant international UKCCC NGO Supporters with representation in your region and all UKCCC NGO Supporters located in the host country of the project.
- 3.2 The Project Proponent shall provide evidence that invitations were sent to the relevant Interested Parties and that their comments were invited. If any of the relevant Interested Parties were not invited, the project participants shall provide appropriate justification.

### **4. MEANS FOR INVITING INTERESTED PARTIES**

- 4.1 The Project Proponent shall invite local Interested Parties to participate in any meeting and provide comments on the proposed project in an open and transparent manner, in a way that facilitates comments to be received from local Interested Parties.
- 4.2 The Project Proponent shall invite the Interested Parties through a combination of direct email to known interested parties and through social media to alert others that may be interested in the project.

- 4.3 Projects shall ensure that the Interested Parties are invited in a 'gender sensitive' manner and efforts must be made to solicit input from women and marginalised groups.
- 4.4 The Project Proponent shall not deny anyone access to the consultation. It shall be open for anyone wishing to participate.
- 4.5 The invitation for the consultation meeting shall be given at least 10 days before the meeting takes place.

## **5. INFORMATION TO BE MADE AVAILABLE TO INTERESTED PARTIES**

- 5.1 Prior to the consultation, the Project Proponent shall provide information in a manner that allows local Interested Parties to understand and engage with the project. The information to be made available to Interested Parties shall include:
  - 5.1.1 A non-technical summary of the project including information on project design, technology, objectives, scale, duration and implementation plan (so far as known).
  - 5.1.2 Summary of the economic, social and environmental impacts of the project as per Interested Parties Principles & Requirements.
  - 5.1.3 Contact details to get further technical detail and project information, should any Interested Parties be interested.
  - 5.1.4 Other relevant information to help Interested Parties understand the project.
  - 5.1.5 Means and method to provide feedback for those who are not able to join the consultation meeting.

## **6. CONSULTATION**

- 6.1 The Interested Parties Consultation shall comprise of a physical meeting and one Interested Parties feedback round lasting for at least two weeks.
- 6.2 Where necessary, other means and approaches that are appropriate for local and national circumstances can be used to conduct Interested Parties consultation meetings. For example, due to the nature of the project, instead of one big physical consultation meeting, several meetings at different locations may be conducted to ensure that relevant Interested Parties can participate.
- 6.3 The project shall encourage equal and effective participation by both men and women in the Interested Parties consultation (this also includes the suitability of place and timing of the consultation(s)).
- 6.4 For retroactive projects, project implementation is started without conducting the first round of Interested Parties consultation following the Requirements. In such cases, the physical meeting shall be integrated with the Interested Parties feedback round, if this has not taken place as part of previous Interested Parties consultations. The physical meeting conducted during the Interested Parties feedback round must follow all requirements listed in this document. Special attention must be paid to the fact that the projects must take into account Interested Parties feedback and shall modify project design, where reasonable.

## **7. CONTINUOUS INPUT AND GRIEVANCE MECHANISM**

- 7.1 All projects shall setup a formal input, feedback and grievance mechanism with the purpose of providing Interested Parties with an opportunity to submit any feedback or raise grievances during the entire project life.
- 7.2 The project shall discuss the potential options with Interested Parties and agree on an appropriate method.
- 7.3 At a minimum, Continuous Input and Grievance Expression Process Book shall be made available at an agreed location.

## **8. CONSIDERATION OF COMMENTS RECEIVED**

- 8.1 The Project Proponent shall apply a gender lens while assessing the relevance and appropriateness of the Interested Parties' comments.
- 8.2 The project shall consider the comments provided by the Interested Parties and report on how the comments have been accounted for. It may also involve changes in the project design, where appropriate. The Project Proponent shall provide justifications when any comments have not been incorporated or addressed.
- 8.3 The Interested Parties shall be provided with the feedback on how their comments have been taken into account as part of the Interested Parties feedback round.

## **9. ONGOING REPORTING**

- 9.1 Ongoing *Annual Monitoring & Reporting* project proponent shall provide information in the Annual and

Monitoring Report, as applicable, for the following:

- 9.1.1 Concerns that have been identified and raised by Interested Parties during the Interested Parties consultations and the mitigation measures put in place to address those.
- 9.1.2 Any feedback given by Interested Parties as part of the project's grievance mechanism.

**10. INTERESTED PARTIES CONSULTATION DOCUMENTATION**

- 10.1 The Project Proponent shall make use Interested Parties consultation report template to document all the steps taken to meet the *Interested Parties Consultation and Engagement Requirements* and provide evidence to demonstrate the compliance.
- 10.2 The Interested Parties consultation report shall be submitted to UKCCC within three months of the event (though this date may be after the Project Start Date).

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