

ADD VVB COMPANY
LOGO

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Expert review guidelines template

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Introduction

This template can be provided to VVBs performing an expert review on a methodology developed by Proba. VVBs may deviate and use their own templates as long as the elements from our guidelines are covered.

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1. Review details

Proba Methodology Title: *Name of this methodology*

Version: *Version number*

Date of review: *DD-Month-YYYY this methodology was reviewed*

Auditing Company: *VVB that executed the review*

Lead Auditor: *Name of lead auditor*

Reviewed by: *Name of reviewer*

Contact details: *Physical address, telephone number, email address*

2. Review findings

Project applicability

Evaluate whether the applicability conditions are clear, and if the methodology is appropriate for the project activities targeted by the methodology.

Is it clear which project activities are eligible under the methodology and which are not?

Project boundary

Assess whether the approach for identifying the project boundary is appropriate for the project activities covered by the methodology

Baseline scenario

Assess whether the criteria and procedures for determining the baseline scenario are appropriate for the project activities covered by the methodology

Additionality

Assess whether the criteria and procedures for determining additionality are appropriate for the project activities covered by the methodology

Calculation of GHG reductions or removals

Calculating baseline and project emissions

Assess whether the procedures for calculating baseline and project emissions and removals cover all GHG sources, sinks and reservoirs (and carbon pools) included in the project boundary

Assess whether algorithms, equations and formulas used are appropriate and correct

Assess whether the procedures to determine standardized values or parameters are appropriate and correct

Calculating leakage

Assess whether procedures for calculating leakage are appropriate for the project activities covered by the methodology

Calculating net carbon yield

Provide an overall conclusion regarding procedures for calculating net GHG emission reductions and removals

Assess whether conservative assumptions have been applied in the calculations to prevent over-estimation

Monitoring procedures

Assess whether the procedures for monitoring, reporting, verification and validation are appropriate for the project activities covered by the methodology

Assess whether the frequency of monitoring is clearly defined

Assess whether the methodology prescribes a number of site visits to be carried out

Stakeholder involvement

Assess if sufficient expertise and stakeholders were (actively) involved or consulted during the development process

Assessment of how stakeholder feedback has been incorporated into the methodology

Structure and clarity of methodology

Provide an overall conclusion of the clarity of the methodology. Potential areas for assessment:

Assess whether the methodology is written in logical and accurate manner

Assess whether the methodology is understandable for every stakeholder

Assess whether references to other studies, sources or research are available and are correct

Assess whether key terms and definitions are written down clearly and appropriately

3. Overall findings and recommendations

Provide a summary of all findings on the methodology.

Clearly state which elements are solid and robust

Clearly state the limitations of the methodology

Provide recommendations for improvement or corrective actions if necessary

4. Signatures

Please ensure the final document is (digitally) signed by the lead auditor and reviewer.

Including date and job title.