

# Standard Operating Procedure (SOP): Stakeholder Involvement at the Level of Climate Projects

eva service gmbh

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**Approved by:** Nisse Oberwalleney

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## 1. Purpose

This SOP defines the minimum requirements and procedural steps for stakeholder involvement in climate projects submitted for eva certification. It ensures that local, regional, and other relevant stakeholders have the opportunity to understand, assess, and contribute to the design and implementation of eva-registered climate projects.

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## 2. Scope

Applies to all climate projects seeking eva registration, including new project submissions and significant revisions. Covers all stakeholder engagement activities from early project planning through validation, monitoring and verification.

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## 3. Principles

Stakeholder involvement must adhere to the following principles:

- **Inclusiveness:** Engage all affected and interested stakeholders, including underrepresented groups.
- **Timeliness:** Engagement must begin in the planning phase and continue throughout the project lifecycle.
- **Transparency:** Provide clear, complete, and accessible information.

- **Responsiveness:** Consider stakeholder input and provide documented responses.
- **Accessibility:** Engagement methods must be adapted to local contexts and languages.

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#### 4. Responsibilities

Role	Responsibility
Project Developer	Plans and implements stakeholder engagement; documents process.
VVB	Verifies compliance with stakeholder involvement requirements.
eva Secretariat	Provides information on ongoing projects, documents processes, monitors implementation.
Stakeholders	Engage voluntarily, submit feedback or concerns.

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#### 5. Stakeholder Engagement Requirements

##### 5.1 Identification of Stakeholders

Relevant stakeholders include but are not limited to:

- Local communities and landowners.
- Indigenous peoples (if applicable)
- Local governments and authorities
- Civil society organizations
- Relevant experts or scientists
- Other land users (e.g. hunters, recreational users)

##### 5.2 National Legal Context – Germany

In Germany, stakeholder participation in land-use and environmental matters is embedded in the national legal framework. Where a project is located in Germany, the following applies:

- If the **legal system already provides participatory rights** to affected or interested parties (e.g. through planning law, nature conservation law, forestry law), these **rights form the baseline requirement for eva stakeholder engagement**.
- In such cases, the project developer must demonstrate that:
  - These legal participatory procedures have been **observed**, and
  - **Reasonable efforts have been made to publish** the intention to implement a project under the eva Climate Standard (e.g. via municipal bulletin, eva website, or newspaper notice).

Additional voluntary engagement is encouraged, especially in cases of potential controversy or broader community interest. Where legal participatory rights are sufficiently provided, eva must implement the following process:

- **Early notification** of affected stakeholders in advance of project registration via the eva website,
- **Minimum 30-day public consultation** for new projects,
- Provision of **accessible documentation** outlining the project and expected impacts,
- **Feedback mechanisms**, such as public meetings, optional workshops, email to eva.

### 5.3 Stakeholder Consultation Process (International or Non-Legally Covered Contexts)

Where legal participatory rights are **not provided or insufficient**, the project developer must implement the following process:

- **Early notification** of affected stakeholders in advance of project registration,
- **Minimum 30-day public consultation** for new projects,
- Provision of **accessible documentation** outlining the project and expected impacts,
- **Feedback mechanisms**, such as public meetings, local submission channels or via email,
- **Optional workshops** in case of sensitive or above average complex projects.

### 5.4 Documentation Requirements

eva and/or Project developers must document:

- List of affected stakeholders and respective engagement methods,
- Evidence of legal participation (e.g. public notices, municipal procedures),
- Meeting summaries and attendance lists,
- Comments received and how they have been addressed,
- Adjustments made to the project based on feedback.

This documentation forms the **Stakeholder Engagement Report** to be submitted during project validation.

## 6. Verification and Review

The certification body must:

- Review the Stakeholder Engagement Report,
  - Confirm that the consultation process meets eva's and local requirements,
  - Interview a sample of stakeholders (where applicable),
  - Ensure that significant concerns have been addressed.
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## 7. Ongoing Engagement

Stakeholder engagement does not end with project registration:

- Stakeholders must be informed of monitoring results and major updates via the eva Registry..
  - A public contact point for questions or complaints is maintained via the eva Registry..
  - Periodic updates must be communicated in a locally appropriate way (e.g. community notice board, newsletter, website, eva Registry).
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## 8. Grievance Handling at Project Level

All projects must have a **project-level grievance mechanism** that:

- Is accessible, transparent, and free of retaliation,
- Accepts complaints in local language or English,
- Provides a clear timeline for response and resolution,
- Is documented in the project file.

Grievances that cannot be resolved locally may be escalated to eva under the SOP-GRV-001.

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## 9. Records and Templates

Where legal participatory rights are **not provided or insufficient**, Project developers must provide and use the following templates:

- Stakeholder Identification Matrix,
- Stakeholder Engagement Report,
- Meeting Log Template,
- Comment and Response Table,
- Grievance Record Sheet.

All records are retained for at least **10 years** and made available for audit.

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## 10. References

- ISO 14064-2:2019
  - ISEAL Assurance and Stakeholder Engagement Codes
  - UNFCCC Guidelines for Public Participation
  - eva SOP-GRV-001: Grievance Procedure
  - eva Standard and Methodology Documents
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## 11. Revision History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
1.0	11.04.2025	Initial version	Rüdiger Meyer