

PLAN  VIVO

PV Nature

# Public Consultation Guidance Manual

*Version 1.0*

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## INTRODUCTION

Plan Vivo wants to give an opportunity for anyone to provide feedback on specific types of documents that are published under the Plan Vivo Biodiversity Standard (PV Nature). This allows Plan Vivo and any relevant reviewers to be made aware of any features of documents that may be inaccurate or inappropriate.

**Documents open for public consultation are not in their final form, nor certified under PV Nature.** Therefore, feedback from public consultation may affect what is written in these documents or whether they are eventually accepted or rejected.

The types of documents that are open to public consultation are draft:

- Project Design Documents (PDDs)
- Approved Approaches, modules and tools
- Standard documentation<sup>1</sup>

More information about the submission and review processes that these documents undergo can be found in the [Procedures Manual](#).

## 1 DOCUMENTS OPEN FOR PUBLIC CONSULTATION

The location of documentation that is open for public consultation varies depending on the document type. The locations are described in Table 1.

*Table 1 – Where to find documents open for public consultation.*

Document type	Location
Project Design Documents (PDDs)	On the <a href="#">Public Consultations</a> webpage
Approved Approaches, modules and tools	On the <a href="#">Public Consultations</a> webpage
Standard documentation	Announced in a newsletter with a dedicated webpage

## 2 HOW TO PROVIDE FEEDBACK

Feedback is welcome in writing submitted via email to [biodiversity@planvivo.org](mailto:biodiversity@planvivo.org). Additional documents can be submitted as evidence, where necessary. In some instances,

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<sup>1</sup> Standard documentation includes the PV Nature Project Requirements, Methodology and Data Protocol, Validation and Verification requirements, and the Procedures Manual. Major updates are opened for public consultation, with other update types open to different stakeholder groups for consultation. For more information, please see the [Procedures Manual](#).

feedback forms may be provided to structure feedback (this is more common for new/updated Standard documents).

Public reviewers should communicate if they would like to remain anonymous when their feedback is published and responded to.

**Feedback must be provided before the public consultation closing date**, which will be outlined at the appropriate location for that document type (see Section 2).

## 3 EXAMPLES OF FEEDBACK

### 3.1 PDDs

Public reviewers should consider any reasons why they believe that the project may not be compliant with the [PV Nature Project Requirements](#). For example, submitted comments may want to consider elements such as the appropriateness of the:

- Project interventions,
- Biodiversity benefits,
- Community engagement and FPIC process,
- Coordinating body and governance structures,
- Land and management rights,
- Monitoring plans and indicators,
- Environmental and social risks and safeguards, and/or
- Country-specific contexts or developments that would impact on the success of project.

### 3.2 Approved Approaches

Public reviewers should consider any reasons why they believe that the Approved Approach, module or tool may not be compliant with the [PV Nature Methodology and Data Protocol](#). For example, submitted comments may want to consider elements such as the appropriateness of the:

- Proposed approach justification / rationale,
- Metrics proposed are clear and measurable,
- Field methods are appropriate for habitat type,
- Sampling frequency,
- Community inclusion,
- Wider applicability and/or
- Relation to other methodologies, modules or tools.

### 3.3 Standard updates

Major updates to Standard documents, or the release of new Standard documents, will usually be made to align with best practice within the emerging biodiversity market and/or to improve the accessibility of the Standard to stakeholders. Public reviewers should therefore consider whether changes to the Standard align with best practice and how they will affect different stakeholder groups within the market.

## 4 HOW FEEDBACK IS PROCESSED AND RESPONDED TO

How feedback is processed and responded to depends on the document type that was commented on. Table 2 provides a summary of how feedback is published and responded to. If no action is taken based on the public consultation feedback, a justification will be made as to why.

*Table 2 – How public feedback is processed and responded to depending on document type.*

Document type	How feedback is processed	How feedback is responded to
Project Design Documents (PDDs)	Considered by the Validation and Verification Body (VVB) or Independent Expert (IE) in their validation of the project.	A response is provided to each piece of public consultation feedback submitted in the published Project Validation Report.
Approved Approaches, modules and tools	Considered by the Technical Review Panel (TRP) member and/or the Project during their review of the Approved Approach, module or tool.	A response is provided to each piece of public consultation feedback submitted in the published Project Methodology / Module / Tool Review Report.
Standard documentation	Submitted to the Secretariat or Technical Advisory Committee (TAC) working group responsible for the creation of the updated/new Standard documentation.	Published on the appropriate webpage. <sup>2</sup>

<sup>2</sup> Large updates to Standard documentation can occasionally result in numerous feedback submissions that repeat the same opinions. In such instances, the relevant reviewer may group similar concerns when providing a response.