

## Plan Vivo Governance and Decision-Making

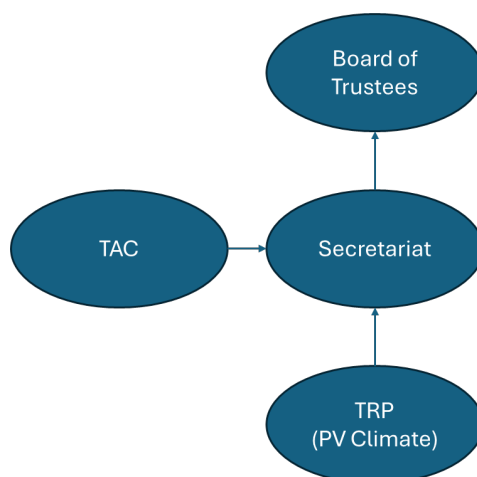
### Context

This document outlines the process and guidelines for decision making on the Carbon Standard (PV Climate) within the Plan Vivo Foundation. The includes clarifying the roles of governance bodies within the organisation.

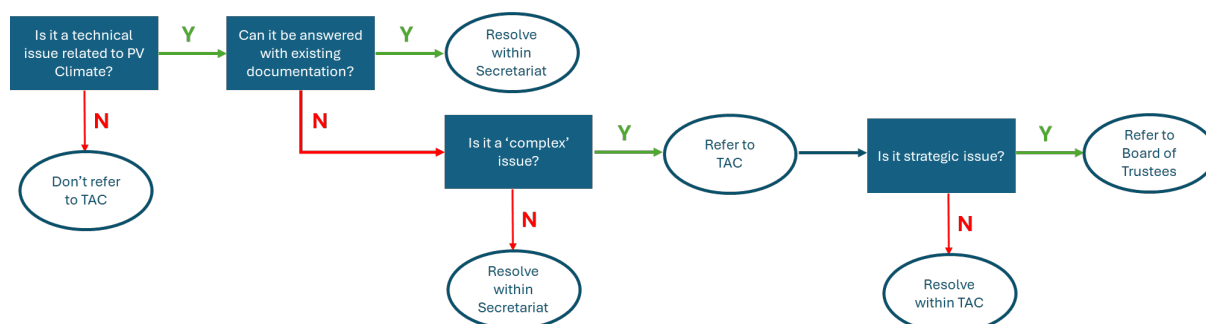
### Overview of Plan Vivo Governance

Body	Responsibility
<b>Board of Trustees (BoT)</b>	Responsible for Good Governance of the Foundation and the sign off for the Foundation's Strategy in line with the vision and mission. Holds the CEO and Secretariat accountable for the delivery of the strategy and the efficient and responsible operations (legal, financial) of the Foundation, including the administration of the Standards (PV Climate and PV Nature).
<b>Secretariat</b>	Responsible for the development and implementation of the strategy for the Foundation. Responsible for the efficient and responsible operations (legal, financial) of the Foundation, including the administration of the Standards (PV Climate and PV Nature).
<i>Technical Review Panel (TRP)</i>	Works closely with the Secretariat and is responsible for reviewing technical documents from existing and potential Plan Vivo projects. Plan Vivo has two Technical Review Panels (TRPs), one for PV Climate and one for PV Nature. The PV Climate TRP consists of experts in carbon quantification, whilst the PV Nature TRP consists of experts in ecology and conservation.
<b>Technical Advisory Committee (TAC)</b>	Works closely with the Secretariat to provide guidance and advice on technical matters. Specific functions of the TAC are to: 1. Provide recommendations on technical aspects in the Plan Vivo Carbon Standard (PV Climate) and the ACORN programme and how they should be applied. 2. Contribute to the development of tools and methodologies to support Plan Vivo carbon projects.

**Table 1:** Plan Vivo Governance Bodies and Responsibilities



**Figure 1:** Plan Vivo Governance Structures for Technical Decisions on PV Climate



**Figure 2:** Decision Tree for Referring Technical Issues to the TAC

Note: For any decisions that are determined to be ‘complex’ and ‘highly important’, the Plan Vivo decision-making process should be followed, see Annex 1 below. This includes issues that are referred to the TAC.

Note: Please see Annex 2 for the Plan Vivo Organisational Structure (August 2024)

## Wider Stakeholder Engagement

In addition to the formal Governance and Management Structures, Plan Vivo also has several ways to engage with and consult key stakeholders. When there are any significant changes to the Standard requirements, a full and open public consultation is held. In advance of public consultations, the Plan Vivo secretariat usually forms Working Groups with stakeholders and in the case of the last PV Climate update (V4 to V5), we set up a dedicated Steering Group, with representatives from each key stakeholder group, to feed into the process.

Every two years, Plan Vivo holds a Stakeholder Meeting event, open to all key stakeholders. This is supplemented by targeted, regional stakeholder meetings, for example to share knowledge and experience between projects and to address specific regional challenges and opportunities.

## ANNEX 1: Plan Vivo Decision-Making Process

### Intention

This document outlines guidance for decision making within the Plan Vivo Foundation.

### Decision making process

Step 1: The instigator (from the Secretariat) is responsible for articulating the decision question.

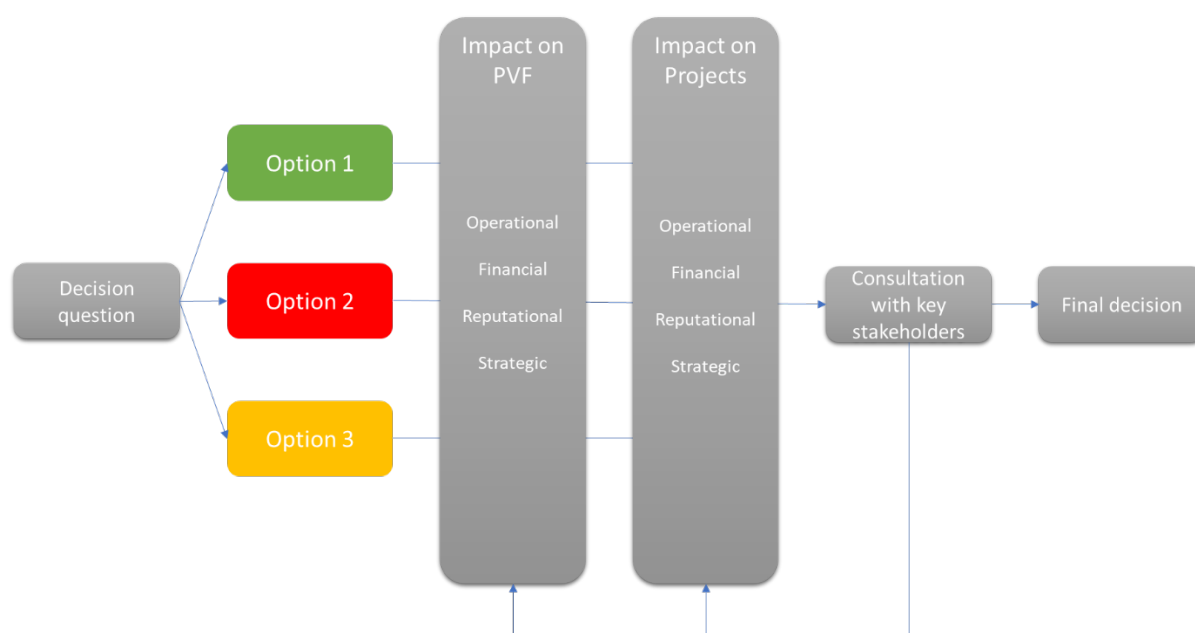
Step 2: The instigator determines which appropriate approach / model to use, see Figure 1 below for guidance. For decisions that are classified as being both ‘complex’ (i.e. not a simple and obvious answer) and ‘highly important’, a rational decision-making model is the preferred approach in Plan Vivo.

Decision Making Model	Use This Model When:
Rational	<ul style="list-style-type: none"> <li>Information on alternatives can be gathered and quantified.</li> <li>The decision is important.</li> <li>You are trying to maximize your outcome.</li> </ul>
Bounded Rationality	<ul style="list-style-type: none"> <li>The minimum criteria are clear.</li> <li>You do not have or you are not willing to invest much time to making the decision.</li> <li>You are not trying to maximize your outcome.</li> </ul>
Intuitive	<ul style="list-style-type: none"> <li>Goals are unclear.</li> <li>There is time pressure and analysis paralysis would be costly.</li> <li>You have experience with the problem.</li> </ul>
Creative	<ul style="list-style-type: none"> <li>Solutions to the problem are not clear.</li> <li>New solutions need to be generated.</li> <li>You have time to immerse yourself in the issues.</li> </ul>

**Figure 1:** Decision Making Approaches (Ref: [Principles of Management](#))

Step 3: In line with the above, the next step is for the instigator to scope out the different options / alternatives, paying particular attention to the potential positive and negative impacts on both PVF and the projects in terms of operations, finance, reputation and strategy. The initial scoping should be documented, using the PVF decision memo template, and then shared with the primary stakeholders that are impacted by the decision for further consultation / feedback. Depending on the nature of the decision this could include representation from: the Secretariat, the TAC, project coordinators and strategic partners. These discussions should also be captured on the PVF decision memo template (see below

**Step 4:** Based the outcome of the discussions documented in step 3 if a consensus is reached then the decision can be made and formalised (see Figure 2). If a consensus is not reached the CEO is responsible to arbitrate towards reaching a compromise decision. If that is not possible, then the decision can be raised to the Plan Vivo Board of Trustees (BoT) level for a final decision. The Board may call in specific advisors to help with this process.



**Figure 2:** PVF Decision making process (for complex and highly important decisions, using the rational model approach)

Memo template structure:

<b>Date</b>			
<b>Instigator</b>			
<b>Decision problem statement</b>			
	Impact on PVF	Impact on Projects	
<b>Option 1</b>	Operations Finance Reputation Strategic	Operations Finance Reputation Strategic	
<b>Option 2</b>	Operations Finance Reputation Strategic	Operations Finance Reputation Strategic	
<b>Option 3 (if required)</b>			
<b>Key Stakeholders</b>			
<b>Summary of Key Consultations</b>	<p>Meeting 1: When? With who? Key points</p> <p>Meeting 2: When? With who? Key points</p>		
<b>Decision reached?</b>	Yes	No	
<b>If no, why?</b>			
<b>If yes, what is the final decision</b>			
<b>Next steps</b>	Communicate the decision	Raise to CEO	Raise to BoT

**ANNEX 2: Plan Vivo Organisational Structure (August 2024). See also here: [Plan Vivo Organigram](#)**

