

**Field to Market**

**Verification Protocol Guidebook**



Prepared for:

Field to Market

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**I. Introduction**

The purpose of the guidebook is to provide FTM, the Project Owner (includuing all project actors) and the Verification Body the necessary tools to conduct a FTM verification assessment. The FTM verification protocol outlines the structure of the program, while the FTM Verification Guidebook provides detailed information mapping out the documentation each party must provide to be able to make a claim. The FTM verification process can be described as a claim accountability program, where data being claimed is checked against reasonable evidence gathered assessed by the verification party. The projects vary geographically, in number of stakeholders, commodity and claim types. Due to the complexity of the FTM projects, it is paramount that the roles and responsibilities of each actor be maticulously followed in order to be justify a verification decision.

**II. Lifecycle of Verified Claims**

**Verification Cycle**

**(Physical)**

**Verification Cycle (Regional)**

|  |  |
| --- | --- |
| **Verification Cycle (Regional)** | **Verification Cycle (Physical)** |
| 1. Project Owner completes Claims Request Form | 1. Project Owner completes Claims Request Form |
| 1. FTM project specialist documentation submitted to verification body | 2. FTM project specialist documentation submitted to verification body |
| 1. FA volume documentation subitted to verification body | 3. FA volume documentation subitted to verification body |
| 1. Crosscheck of all documentation provided to the verification body | 4. Crosscheck of all documentation provided to the verification body |
| 1. Discrepencies identified | 5. FA field visits conducted |
| 1. Verification decision made & verified claims decision issued | 6. Verification decision made & verified claims decision issued |

The regional verification calls for a regional approach, where physical volumes are not tracked between the grower and the First Aggregator. In this case the verifier will conduct no field visits. The verifier will check receipt of volumes through desk review of documentation from both the first aggregator and the subsequent downstream actors.

The physical verification calls for a phyisical tracking of volumes among the grower, the first aggregator and the buyers. This necessitates visiting all the individual aggregators receiving volumes from the grower to track each grower’s contribution to individual sites. If the first aggregator is under single management (e.g. elevator group company), a sampling (square root) of the sites included in the group will be conducted via on-site assessments. For single entity FA sites within a project, all site are subjected to an assessment.

Project Owner (Buyer)

First Aggregators

Growers

Regional Approach: The verifier will conduct a desk review of documentation of tracked volumes between the buyer and the first aggregator.

Documentation submitted to the Verification Body

Project Owner (Buyer)

First Aggregators

Growers

Physical Approach: The verifier will conduct both a desk review of documentation provided by all actors and site visits at the FA.

Documentation submitted to the Verification Body

FA Visits & Documentation

Documentation

Documentation

Split commodity scenario: Here the Project Owner’s buyer sells split volumes to two different supply chain entities. For purposes of verification, documentation all entities will need to be presented to the verification body, including all downstream actors.

meal

oil

vv

meal

oil

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meal

oil

meal

oil

In the case of supply chains with split commodities, the verifier will verify the volumes of each commodity type and consider the total of the receiving volumes as verifiable volume. It is the responsibility of the project ownwer to provide information on the supply chain entities involved and the number of units for each split. This information will be provided in the Project Ownwer’s claim request form. The Split Commodity Scenario demostrates an example of the documentation that would be provided in a split commodity supply chain.

**III. Requirements for Verification of Project Specialist:**

Field Activity Checklist

The project specialist will outline the activities in the field demonstrating the progress of the project. To provide updates, it should be made available to the project owner on a biweekly basis. It must be made available to the 3rd party verifier at the time a project owner initiates the claims process.

Interview Questions

The project specialist is interviewed to ensure an adequate level of engagement with the growers in the project was to the level described in the FTM required documents (communication plan, etc.). The verifier should check documents like phone records, pictures, project plans, and use the following questions to analyze the level of involvement that they had with the project. The interview questions are used to gather qualitative information about the execution of the project. This qualitative information should later be included in the verification report.

Field to Market Requirements

Verifier could take grower data that was opted-in and compare with output data cleansing to determine how the project technician dealt with outliers, and which kinds of corrective actions plans were taken.

The FTM requirements for claims are as follows:

* Registration Form
* Project Plan
* [Annual Report](https://fieldtomarket.sharepoint.com/VWG/_layouts/15/WopiFrame.aspx?guestaccesstoken=TSkSGLy72LH9I3248zvCa%2foejoBaeY5lhHxBZDWiMLw%3d&docid=055afc49174d14165b8f0030ba94f317c&action=view)
  + Communication Plan
  + Stakeholder Meeting Agenda
* Risk Management Plan
* Fact Sheet

**IV. Requirements for Verification of Project Owner:**

Verified Project Owner Details:

The Project Owner provides basic enterprise details to authenticate their presence in the FTM database. Descriptive information about each enterprise wishing to make a claim, company contact details, facilities included in the scope, additional stakeholders including project partner and sponsors involve in the FTM project.

Scope of the Verification:

The scope of the verification provides information on the supply chain, commodities involved and establishes the framework for claims. A detailed description of the scope of verification guides FTM and the Verification Body in making commodity and supply chain specific impact claims.

Qualitative Information

Qualitative information is provided to both FTM and verification body to establish the yields by which the credits are allocated. This section should include all the acreage entered, enrolled, commodity and FA’s and locations (coordinates).

Supply Chain Specificiations

The supply chain specification outlines the verification agency conducting the assessment and the verification personel that have been encountered throughout the verification process. Details pertinant to establishing a particular claim impact claim are described here. Confidentiality

Closing Remarks

The final verification decision will be based on a holistic review of the requirements. The review of the verification agency requirements, FTM verification documents etc.

**V. Impact Claims Request**

The Impact Claims request should follow the format [outlined by Field to Market](http://us9.campaign-archive2.com/?u=5ec1796069057892bdc914978&id=a0a7b308c1&e=4533436a44)  for the measurement claims request, and should additionally include the following tables and information.

* Resume of Project Specialist
* 5 years’ worth of data (5 annual reports)
* GRW ID Registry
* FA Registry

**VI. Qualifications:**

**Project Specialists**

The Project Specialist’s role is to ensure that the grower is inputting accurate data into the Fieldprint Calculator. Their responsibilities include fostering grower relationships, and assessing whether the information recorded is accurately recorded.

**Project Specialist Skills:**

a) Practical training by Field to Market about the Fieldprint Calculator and instruction of use.

* 1. Account Registration
  2. Data Entry
  3. Metric Interpretation
  4. Calculator Deliverables
  5. Pilot administration

b) Knowledge of agronomic practices

i. Crop & soil management, plant protection, fertilizer, irrigation technologies and energy systems on farm, as either part of a formal qualification or through successful completion of a formal course

c) Communication skills:

i. “Working language” skills in the corresponding local working language. This shall include the locally used specialist terminology.

ii. Having sufficient behavioral skills to assist the producers

d) Initial training:

i. Training by the project owner to ensure understanding of the project claim and specific metrics

ii. Knowledge of local laws and regulations as they relate to the scope of the Fieldprint Calculator Inputs

iii. For a Project Specialist’s initial approval they will take part as an observer of at least one other Project Specialist’s method of assisting the grower. In the case that there are no available or previous Project Specialists, the applicant Project Specialist can be accompanied by a member of Field to Market when during their first contact with the grower.

e) Competencies:

i. The project owner must be able to demonstrate that the Project Specialist meets the requirements for approval

ii. Project owners are responsible for registering Project Specialists and providing appropriate documentation regarding their qualifications, and keeping this registration updated when changes occur.

f) Conflict of Interest: Project owners and Project Specialists involved in the verification process must have signed contracts or agreements committing them to

i. Avoiding any conflict of interest in the verification activities, regarding to services (such as agricultural input recommendations) provided to those involved in the project.

ii. Declaring any potential conflicts of interest to the project owner and FTM members when assigned duties related to a project participant.

iii. Be free from any commercial, financial or other pressures that might affect their judgment.

g) Confidentiality Agreement:

i. Maintain the confidentiality of all client specific information.

**Verifier**

A verifier must be approved by Field to Market prior to any verification work. Only those individuals and organizations approved by Field to Market may be employed as verifiers. All verifiers must have experience in sustainability assessment, and have implemented their own ISO 17021 quality management systems.

Verifier Qualifications:

All 3rd party verifiers whether individuals or employees of organizations shall have at a minimum the following qualifications.

a) Practical training by Field to Market about the Fieldprint Calculator and instruction of use.

* 1. Account registration
  2. Data entry
  3. Metric interpretation
  4. Calculator deliverables
  5. Pilot administration

b) Knowledge of crop production, soil management, plant protection, fertilizer, irrigation technologies and energy systems on farm, as either part of a formal qualification or through successful completion of a formal course

c) Competencies: The verifier must have experience in sustainable agriculture and or sustainability programs or related areas.

d) Conflict of Interest: Project owners and verifiers involved in the verification process must have signed contracts or agreements committing them to confidentiality.

i. Avoiding any conflict of interest in the verification activities, regarding services (such as agricultural input recommendations) provided to those involved in the project.

ii. Declaring any potential conflicts of interest to the project owner and FTM members when assigned duties related to a project participant.

iii. Be free from any commercial, financial or other pressures that might affect their judgment.

g) Confidentiality: Maintain the confidentiality of all client specific information.

**Verification Body**

Authority and Responsibility

The verification body must abide by the accreditation requirements which are necessary to address legal authorities that we believe are necessary for credible verification assessment leading toward impact claims. This would include accessing records, conducting onsite assessment and to issue, suspend or withdraw verification.

The organizational structure, ownership and personnel exercising authority over the verifier and verification body must be demonstrated.

If the third-party verifier/verification body is a legal entity that is wholly or partly owned

by a larger organization, the third-party verifier/verification body should clearly

document the activities, structure, and governance of that larger organization.

Capacity and Competence

Capacity demands vary depending on a several factors such as the scope of accreditation and the volume of work. In general, an accreditation third party verifier/verification body seeking must demonstrate that it has the resources necessary to fully implement its third-party verifier program, including:

Adequate numbers of personnel (e.g., verifier agents, managers) with relevant knowledge, skills, and experience to effectively verify FTM impact claims.

Adequate financial resources for its operations.

To be adequate, resources should also include:

1. Staff necessary to provide support services for the verification of claims and verification program and to oversee field activities and conduct quality assurance.
2. Resources, external to staff, to accomplish verification assessment.
3. Resources necessary to properly maintain record
4. Resources necessary to ensure appropriate verifier competency
5. Resources for effective communication with FTM, project owners, partners, sponsors, accreditation bodies and regulatory authorities

Conflicts of Interest

A third-party verifier/verification body must demonstrate that it has the capability to meet the conflict of interest requirements through a written documentation protecting against conflicts of interest between verification body (and its officers, personnel, and other agents) and eligible entities certified or seeking certification.

Such a program should include measures for promoting independence, objectivity, and impartiality in verification activities and should include procedures for effectively identifying, investigating, and resolving conflicts of interest.

The following potential sources of conflicts of interest are addressed in the verifier’s confidentiality agreement and are as follows:

a) Technical assistance and verification

b) Logo use and commercial pressures

c) Verification together with scheme management/standard-setting

i. Never having FTM verifiers double as FTM consultants

ii. Separating consultancy services from verification services

d) Advocacy and conformity assessment

e) Political pressures (external and internal) and independence.

Quality assurance

The verification body must demonstrate the capability to meet the quality assurance requirements. These requirements include periodic self-assessment; the ability to quickly implement effective corrective actions (if areas needing improvement are identified) and preparation of written report in English of the results of the self-assessment.

**VII. Records**

A third-party verification body seeking accreditation must demonstrate that it has implemented written procedures to establish, control, and retain records for a period necessary to meet its contractual and legal obligations and to provide an adequate basis for assessing its program and performance.

* Records procedures
* Written program to protect against conflicts of interests
* Documentation of competence

**VIII. Appendix I:**

**Verifier’s Reporting Templates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Specialist Field Activity Checklist** | | | | | |
| **Date** | **Activity** | **Type of communication** | **Duration** | **Number of days** | **Other actors involved** |
|  | *Planning* | *Phone call* | *1 hour* |  | *Project owner* |
|  | *Grower meeting (5 growers)* | *Phone call* | *1 hour each grower* | *5* | *Grower, project owner* |
|  | *Grower training (10 growers)* | *In person* | *1 day* | *2* | *Grower, project owner* |

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| **Interview Questions:** | | |
| **Questions:** | **Answers:** | **Corrective Measures:** |
| 1. What were the goals of the project, and how were these achieved (or not)? | Answers may vary: The purpose in asking this question is to ensure that the project specialist fully understands the project in which they belong, and they can reiterate the goals established by the FTM documents. | Instruct the Project Owner to share the goals of the project goals with the project specialist. |
| 2. How did you approach the growers? What was the method of grower engagement within the project? | *Acceptable Answers:* The project specialist contacted the growers in person, by phone and/or together with the project sponsor. | Provide training to the Project Owner on appropriate engagement methods. |
| 3. What was the nature of the relationship between the growers and the project specialist? | *Acceptable Answers:* Project specialist was available for support during regular business hours, or at specified times that were communicated with the growers.  *Unacceptable answers:* The project specialist had no contact with the growers. | Provide information to the Project Owner on sufficient engagement efforts acceptable under the protocol. |
| 4. Was there a direct line of communication between the technician and the growers? | *Acceptable answers:* Email, telephone or personal lines of communication were made available.  *Unacceptable answers:* The growers and technician never had direct communication. | Inform the Project Owner when/where/how direct contact with the growers can be achieved under the protocol. |
| 5. How often did you have contact with the growers? | Answers may vary- if the growers understood and had no problem filling out the FPC or understanding the scope of the project and claim, then they might not have had to have constant contact with them. However, if the growers needed more support, the technician should have been available for as much contact as requested from the grower. | Provide training to improve the frequency of contract with the growers. |
| 6. Do you have contact with the FA within the FTM/Project Owner Registry? | *Acceptable Answers:* Yes  *Unacceptable Answers:* No | Project Specialist must have contact with the FA. |

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| **To verify the quality of data output:** | |
| **Questions:** |  |
| 1. How did you deal with grower outlier data? |  |
| 2. How did you manage the corrective actions? What kind of actions were taken? |  |
| 3. Impact Claims Request   * The claims request should be turned into FTM by the project owner, and should be provided to the verifier for purposes of verification. |  |

|  |  |
| --- | --- |
| **Project Owner Information** | |
| **Project Owner** |  |
| **Membership Number** |  |
| **Approval Date** |  |
| **Commodity(ies)** |  |

|  |  |  |
| --- | --- | --- |
| **Project Actors** | | |
| **Name of individual** | **Company or organization represented** | **Role** |
|  |  |  |
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| **Project Grower IDs**  **Project Name:**  **Project Owner:**  **Membership number:** |
| *Unique GRW ID* |
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| **Project First Aggregator IDs**  **Project Name :**  **Project Owner :**  **Membership number :** |
| *Name of first aggregator* |
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| --- | --- | --- | --- | --- |
| **Scope of Project** | | | | |
| Name of  Sites | Commodity Yield (tons/acre) | Location(s) | GPS Reference | |
| Office / First Aggregator /grower |  | Address | Longitude | Latitude |
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| Verification date: |  |  |
| Report prepared by: |  | (Lead Verifier) |
|  |  |  |
| **Verification Body Name:** | | |
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| **Information on the Verification Body** | |
|  | |
| **Approval Date** |  |
| **FTM Membership** |  |

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| PART 1: VERIFIED PROJECT OWNER DETAILS | |
| Company Contact Details | | |
| **Company Name:** |  |
| **Principle Contact Person:** |  |
| **Business Address:** |  |
| **Office Contact Number:** |  |
| **Fax Contact Number:** |  |
| **e-mail:** |  |
| **Website:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities included in the scope of the Assessment | | | | |
| **Changes since previous assessment:** | | | | |
| Sites included in the scope of the assessment | | | | |
| **Name of site** | **Location address** | **Supply Chain Commodity** | **Visited** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| Contact Details | | | |
| **List out the contact details of each Project Owner representative or Project Administrator responsible for overseeing the verification process** | | | |
| **Contact name** | **Office phone** | **E-mail** |
|  |  |  |
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| --- | --- | --- |
| Assessment Overview | | |
| List out the planning of the assessment cycle | | |
| **Assessment Type** | **Year** | **Executed Assessment date** |
| **First year assessment** |  |  |
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| SUMMARY OF THE REPORT AND SCOPE OF THE ASSESSMENT |
| **Summary Report** |
| Summary report of the assessment including a brief description of the scope of verification |
|  |

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| --- | --- |
| **Description of the Assessment Scope** | |
| **Scope and Commodity Verified** |
|  |
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| --- | --- | --- | --- | --- | --- |
| PRODUCTS | | | | | |
| **QUANTITATIVE INFORMATION (MILLS)** | | | | | N/A, i.e. no mill(s) under scope |
| **Annual Records of Volumes Claimed** | | | | | |
| **No** | **Date Assessed** | **Volumes (Tons)** | | | |
| 1 |  |  | | | |
| 2 |  |  | | | |
| 3 |  |  | | | |
| 4 |  |  | | | |
| 5 |  |  | | | |
| 6 |  |  | | | |
|  | **TOTAL** |  | | | |
|  | | | | | |
| **No** | **Grower ID** | | **First Aggregator ID** | **Volumes (Tons)** | |
| 1 |  | |  |  | |
| 2 |  | |  |  | |
| 3 |  | |  |  | |
| 4 |  | |  |  | |
| 5 |  | |  |  | |
| 6 |  | |  |  | |
| 7 |  | |  |  | |

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| --- |
| BACKGROUND TO THE REPORT |
| **Verification Body** |
|  |

|  |  |  |
| --- | --- | --- |
| **Lead Verifier** | | |
| Name | Qualifications |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Agenda** | | | |
| Date | Location | Main activities |
|  |  | Opening meeting. Introduction by team leader. Introduction of team members and assessment agenda. |
|  |  | Review of onsite operations.  Document review. |
|  |  | Closing meeting. Chaired by the assessment team leader.  The meeting is chaired by the assessment team leader and wherever possible involve the same people who were present at the opening meeting. |

|  |  |
| --- | --- |
| CLOSING MEETING | |
| The purpose of the closing meeting is to allow the assessment team to present their findings to the client, to agree dates for the completion of any corrective action required, and to establish any subsequent follow up action. | |
| **Company name:** |  |
| Date of closing meeting: |  |
| **Names of attendees** | |
| **Name:** | **Affiliation:** |
|  |  |
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| **Vertified Status at this Time** |
| It is very important for the client to understand that until they receive written confirmation of their verification status from the verifier and its expiry date that they are not confirmed as verified and cannot make any claims concerning verification. |

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| **Actions that a need to be completed prior before verification can proceed** |
| If any non-compliance was noted, then a verification decision is not possible until the client has taken steps to close out the non-compliances noted in the verification checklist. |

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| **Assessment findings** |
| The findings of the checklist and the verification report were presented to the client. |

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| **Confidentiality** |
| The Verifier will not discuss or reveal any of the confidential information seen during the assessment to any third party. Any public summary of the main assessment will be approved by the client prior to publication. |

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| **Annual verification assessment** |
| The decision is valid for one year. |
| **Non-Compliance** |
| The client is made aware that:   * All non-compliance observed during an assessment must be corrected since all requirements for FTM verification must be met before granting the decision. |

|  |  |
| --- | --- |
| CONCLUSIONS OF THE ASSESSMENT | |
| NC Number: |  | |
| Date: |  | |
| Reference No. (Protocol) |  | |
| Evidence of non-compliance: |  | |
| Evidence of compliance: (to be filled in by verifier) |  | |
| Status (closed if applicable) |  | |

|  |  |
| --- | --- |
| **Verification status of client:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PART 7: FORMAL SIGN OFF OF ASSESSMENT FINDINGS | | | |
| **Signing by the Project Owner** | | | |
| I the undersigned, being a representative of the Field to Market Project Owner requesting verification, agree with the assessment findings as presented in document (Report and Checklist).  I also confirm:   * Acceptance of liability in execution of the instructions given in the document and at the closing meeting. * That this company was made aware that the findings of the assessment team are tentative; pending review and decision making by the duly designated representatives of the Verification Body. * That this company was informed that until they receive written confirmation of their status they cannot make any claims concerning verification. * That the formal record of the closing meeting is accurate and that all agenda items were covered by the lead assessment or. * I understand the implications of non-compliance as laid out above. | | | |
| **Acknowledged by:** | |  |  |
| Name: |  |  |
| Position: |  |  |
| Date: |  |  | **Signature** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signing by the Lead Verifier** | | | |
| I the undersigned, being the Lead Verifier, confirm that this report is an accurate record of the findings and of the closing meeting. | | | |
| **Acknowledged by:** | |  |  |
| Name: |  |  |
| Position: |  |  |
| Date: |  |  | **Signature** |

**IX. Appendix II: Supply chain exceptions for different commodities**

Cotton Supply Chain (example)

**Retailer**

**Cut & Sew**

**Fabric Mill**

**Growers**

**Spinner**

**Gins**

The cotton supply chain involves growers, gins, fabric spinners, fabric mills, Cut & Sew operations and retailers.

* Spinners use a mixture of cotton that ranges in origin and quality (and cost) to produce yarn
* Fabric mills take a similar approach to produce a final fabric
* Garment manufactures may have subcontractors dye, launder, or embellish their product

In this case, the grower registry will be the same. The First Aggregator registration takes place at the Gin level. If FTM members require additional requirements adapted to unique supply chains, the necessary provisions will be made.

**X. Appendix III: Verifying Late Actors**

Late actors will be project sponsors that later join established projects initiated by project owners. These late actors are required to present a late actor checklist. This will establish their association within a project. This will be cross-referenced against the project owner petition. The project owner petition consists of detailed information of the entering late actor’s role in a project.

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| --- | --- | --- |
| **Late Actor Checklist** | | |
| **Documents** | **Description** | **Response** |
| **Project Plan** | *1. What is late actor motivation behind joining the project?*  *2. What role and involvement will there be with the project sponsor?* |  |
| **Support** | *2. What kind of support will the late actor contribute to the project?* |  |

**XI. Appendix IV: Confidentiality Agreement**

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is made effective as of \_\_\_\_\_\_\_\_\_\_\_ (the “effective date”), by and between \_\_\_\_\_\_\_\_ (the “Owner”), of \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_,\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_ (the “Recipient”), of \_\_\_\_\_\_\_, \_\_\_\_\_\_\_,\_\_\_\_\_\_\_,.

I. Confidential Information.

The term “confidential Information” means any information or material which is property to the Owner, whether owned or developed by the Owner, which is not generally known other than by the owner, and which the Recipient many obtain through any direct or indirect contact with the Owner. Regardless of whether specifically identified as confidential or property, and any third party with which the Owner deals, including, without limitation, business records and plans, trade secrets, technical data, product ideas, contracts, financial information, pricing structure, discounts, computer programs and listening, source code and /or object code, copyrights and intellectual property, inventions, sales leads, strategic alliances, partners and customer and client lists. The nature of the information and the manner of disclosure are such that a reasonable person would understand it to be confidential.

A. “Confidential Information” does not include:

* Matters of public knowledge that results from disclosure by the Owner;
* Information rightfully received by the Recipient from a third party without a duty confidentiality;
* Information independently developed by the Recipient
* Information disclosed by the operation of law
* Information disclosed by the Recipient with the prior written consent of the Owner

And any other information that both parties agree in writing is not confidential.

II. Protection of Confidential Information.

The Recipient understands and acknowledges that the confidential information has been developed or obtained by the owner by the investment of significant time, effort and expense, and that the confidential information is a valuable, special and unique asset of the Owner which provides the Owner with significant competitive advantage, and needs to be protected from improper disclosure. In consideration for the receipt by the Recipient of the Confidential Information, the Recipient agree as follows:

A. No Disclosure. The recipient will hold the confidential information in confidence and will not disclose the confidential information in confidence and will not disclose the Confidential Information to any person or entity without prior written consent of the Owner

B. No Copying/Modifying. The Recipient will not copy or modify any Confidential Information without the prior written consent of the Owner.

C. Unauthorized Use. The Recipient shall promptly advise the owner if the Recipient becomes aware of any possible unauthorized disclosure or use of Confidential Information.

D. Application of Employees. The Recipient shall not disclose any Confidential Information anu employees of the Recipient, except those employees who are required to have the Confidential Information in order to perform their job duties in connection with the limited purposes of this Agreement. Each permitted employee to whom Confidential Information is disclosed shall sign a Confidentiality agreement substantially the same as the agreement at request of the Owner.

III. Unauthorized Disclosure of Information – Injunction

If it appears that the recipient has disclosed (or has threatened to disclose) Confidential information in violation of this Agreement, the owner shall be entitled to an injunction to restrain the Recipient from disclosing the confidential Information in whole or in part. The Owner shall not be prohibited by this provision from pursuing other remedies, including a claim of losses and damages.

Signatures.

This Agreement shall be executed by \_\_\_\_\_\_\_, on behalf of \_\_\_\_\_\_\_, and \_\_\_\_\_\_\_, and delivered in the manner prescribed by law as of the date first written above,

**OWNER:**

**By:**

**RECIPIENT:**

**By:**

**XII. Appendix V: Impact Claims Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Specialist Resume:** | | | |
| **Work Experience (reverse chronological order):** | | | |
|  | **Organization:** | **Roles and Responsibilities:** | **Dates:** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
|  | | | |
| **Education (reverse chronological order):** | | | |
| **Degree:** | **University/College Name:** | **Major:** | **Dates:** |
|  |  |  |  |
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| --- | --- | --- |
| **Volume Reconciliation**  **Provision of volume reconciliation is the responsibility of the Project Owner. The PO can present evidence such as purchase orders, SAP data or other raw material management system output.** | | |
| **Year** |  |  |
| **Year 1:** |  |  |
| **Year 2:** |  |  |
| **Year 3:** |  |  |
| **Year 4:** |  |  |
| **Year 5:** |  |  |