

VOLUNTARY CARBON EMISSIONS CERTIFICATION PROGRAM PROCEDURES



**PROCESS FOR THE APPROVAL
OF METHODOLOGIES UNDER
THE VOLUNTARY CARBON
CERTIFICATION PROGRAMME
AT CERCARBONO**

VERSION 1.0

DATE: 01.04.2020

1. INTRODUCTION

CERCARBONO generates this document in order to establish the process by which new or already developed methodologies are approved. This last group corresponds to those methodologies that have been approved in other certification program and that could be implemented under the CERCARBONO voluntary certification program.

The methodologies will be subject to a review and evaluation by the CERCARBONO technical committee, who will decide if they comply with its requirements and if they are sent to public consultation or depending on the complexity be analyzed by an external entity or consultant.

2. TECHNICAL COMMITTEE

When any methodology is susceptible for approval under the CERCARBONO certification program, the director will assign a technical committee formed by its professional and specialized staff, which is part of the technical department, in order to evaluate the approval of a methodology. The conformed committee, with at least two people, must have the following characteristics:

- Have experience in the sector and central area in which the exposed methodology is developed.
- To have the capacity to generate the respective appreciations to approve or not a methodology.
- Be able to articulate actions or issue individual or group consensus, orally or in writing.
- To be part of the permanent or provisional hired personnel, understanding that in both cases the policies of CERCARBONO must be clear.
- To be able to guarantee that none of their work or professional activities can constitute a conflict of interest.

3. SCOPE OF THE APPROVAL PROCESS

The process of approval of methodologies under the CERCARBONO voluntary certification program covers the following points:



A. APPROVAL OF THE DEVELOPMENT OF A NEW METHODOLOGY

For a methodology to be approved by the CERCARBONO certification program, it must meet the steps and requirements described below:

1. Application for approval:

The developer of a new methodology must submit the request for approval at info@cercarbono.com. The email will have as subject 'Request for approval of New Methodology'. The last version must be attached.

2. Preliminary evaluation:

This evaluation allows the developer of the new methodology to determine the convenience of presenting it to the CERCARBONO voluntary certification program. Therefore, it is important to respond to the aspects stated in Table No.1.

Table 1. Evaluation points prior to the proposed methodology.

ASPECT	ANSWER			
It is different and has no relation to any methodology currently approved by CERCARBONO	Yes		No	
The terms used in the development of the methodology are consistent with the terms and definitions set out in the CERCARBONO protocol	Yes		No	
The methodology is eligible within the sectoral scope of the CERCARBONO certification program	Yes			
The methodology complies with the provisions on additionality set out within the CERCARBONO protocol	Yes		No	
The methodology complies with the eligibility provisions established by CERCARBONO	Yes		No	
The methodology complies with the provisions on Non-permanence established within the CERCARBONO Protocol	Yes		No	
The methodology complies with the CERCARBONO Protocol for determining the baseline scenario	Yes		No	
The methodology complies with the provisions on the establishment of project scenarios established within the CERCARBONO Protocol	Yes		No	
According to the project activity, the sources of GHG emissions and leakage established within the CERCARBONO Protocol were considered	Yes		No	
Quantifications of GHG emissions, removals or reductions were established under the provisions of the CERCARBONO Protocol	Yes		No	
The developer of the methodology has the endorsement, if approved, to be provided to the general public without restrictions under copyright law	Yes		No	

At this stage, the CERCARBONO technical committee must ensure that the evaluation responses to the general aspects of the methodology are all affirmative. In this way, it will be possible to continue with the next stage of the approval process. If not, the committee will again review the aspect evaluated as negative. In the event that an evaluation with negative aspects persists, the committee will issue an internal communication to the developer of the methodology so that he can take the respective corrective actions. Once these corrective actions to the methodology have been carried out, this point will be repeated

3. Delivery of the methodology

The document containing the methodology should be sent to info@cercarbono.com with the subject "Proposed methodology", which should include the following parameters:

- a. Name of the methodology.
- b. Names of the people or company in charge of the development of the methodology, including a brief description of the experience of each one.
- c. Brief summary of the methodology (description of the type of activity of the project).
- d. Definitions and terms specific to the methodology that are not included in the program definitions and that are relevant to the understanding of the methodology.
- e. Conditions of applicability.
- f. Period of accreditation, where applicable.
- g. Monitoring parameters and measurement frequency.
- h. Baseline scenario.
- i. Project activity.
- j. Project Scenario.
- k. Emission sources and leakage, where applicable.
- l. Other considerations and restrictions.

4. Review of the methodology

The CERCARBONO technical committee will carry out an in-depth review of the proposed methodology in a period of approximately 20 days, depending on its complexity. If necessary, comments and suggestions will be sent to those in charge of developing the methodology, who must respond within a period of no more than 15 days, in order to continue the approval process.

5. Public consultation

After defining the final version of the methodology and after all actions or observations have been successfully implemented, a public consultation will be held for stakeholders for a period of approximately 30 days. The public consultation is done through the CERCARBONO page to have control over the comments received and the persons or companies to which these comments correspond.

After this time in which the comments are received, they will be sent to the developer of the methodology who will be in charge of their proper incorporation or in case of not considering them pertinent to demonstrate their irrelevance.

6. Final review, approval and publication

The developer must provide CERCARBONO with the latest version of the methodology, which will be revised again to be approved or not.

When the methodology has been approved by CERCARBONO, it will be published and included in the accepted list within its certification program.

B. APPROVAL PROCESS METHODOLOGY ACCEPTED BY ANOTHER PROGRAM

Included in this process are approvals of guides, guidelines and technical standards. The steps and requirements are described below:

1. Request for approval:

The developer must submit the request for approval at info@cercarbono.com. The email will have as subject 'Request for approval of methodology accepted by another program'. The last version of the methodology document and the link where it is published must be attached.

2. Review, approval and publication

The methodology presented for approval will go through a review by the CERCARBONO technical committee, to finally approve or not its use and be included within the methodologies approved by the program.

4. FEES

Depending on the scope, complexity of the methodology and the cases in which it is necessary to hire an external consultant, the developer of the methodology will be notified of the cost ratio to be covered.

5. DOCUMENT HISTORY

Log		
Version	Date	Comments/changes
1.0	2020/04/03	Initial version

