

**Cercarbono's process for the
approval of methodologies under the
voluntary carbon certification
programme**

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Version 3.0

1 Introduction

This document sets out the process by which new and existing methodologies in other standards or certification programmes are approved for implementation under the Cercarbono voluntary certification programme.

The proposed methodologies are subject to a review and evaluation by the Cercarbono technical committee, which decides whether they meet the requirements and whether they are sent for public consultation if they have not previously undergone this process or whether they are sent back for improvement or rejected.

2 Technical Committee

The approval process of methodologies under the Cercarbono programme is carried out by an ad hoc technical committee, which will be appointed in each case by the Cercarbono director and will be made up of at least two people, who may be Cercarbono technical staff or external consultants with expertise in the sector to which the methodologies correspond.

The committee must have the following characteristics:

- Have knowledge of the principles and guidelines that govern Cercarbono, especially those presented in its protocol.
- Have experience in the sector and core area in which the methodology is developed.
- Be able to guarantee that none of their work, professional or personal activities represent a conflict of interest.

3 Approval process

The approval process for methodologies under the Cercarbono programme depends on the type of methodology considered, which can be specific to the standard or certification programme, developed by third parties and already subject to public consultation, or new, developed by third parties but not yet subject to public consultation.

The process described in this document only applies to new methodologies developed by third parties or existing methodologies belonging to other standards or certification programmes and comprises the stages described below.

3.1 Application for approval

The proponent of the new methodology or from another standard or certification programme shall submit the application for approval (see Annex 1 for required information) by sending an email to info@cercarbono.com, with the following subject line: "*Request for approval of new methodology*" (in the case of methodologies that have not had public consultation or have not been published under another standard or programme) or "*Request for approval of existing methodology*", attaching a written and **duly legalised** authorisation in

writing from the institution that owns the commercial rights (or failing that, from the author) to use the methodology under the Cercarbono voluntary certification programme and to incorporate the Cercarbono logo in the corresponding place(s).

3.2 Delivery of methodology

3.2.1 Methodologies that have not been subject to public consultation

The draft methodology may be written in English or Spanish and must be submitted in Microsoft Word format and optionally, if necessary, with files in Excel format. If the methodology includes tables integrated in the document, these should also be submitted in Excel format. If the methodology includes graphs, these must be submitted in editable formats. The proponent of a new methodology may request a template in Microsoft Word format for editing.

The methodology must be sent to info@cercarbono.com with the subject "*Proposed methodology*" and must include the following elements:

- a. Name of the methodology.
- b. Names of the persons or company in charge of the development of the methodology.
- c. Definitions and terms specific to the methodology that are not included in the document "***Terms and Definitions of the Voluntary Certification Programme of Cercarbono***" and that are relevant to the understanding of the methodology.
- d. Conditions of applicability.
- e. Period of accreditation, where applicable.
- f. Monitoring parameters and frequency of measurement.
- g. Baseline scenario.
- h. Programme or project activity.
- i. Project scenario.
- j. Carbon pools, emission sources, and leakage, where applicable.
- k. Other considerations and constraints.

3.2.2 Methodologies that have already been subject to public consultation

The proposer must attach the current version of the methodology in an editable format, preferably in Microsoft Word format, and the link to where it is published.

3.3 Evaluation of methodologies

This stage analyses the relevance, appropriateness, and appropriateness of the methodologies in the context of the Cercarbono voluntary certification programme, as well as their conformity with the principles of the programme, its technical bases and concepts, and its terminology, according to the criteria defined in **Table 1**. The application of these criteria will produce four possible outcomes:

- **approved.** It implies compliance, without exception, with all assessment criteria by a methodology that has already been subject to public consultation and has considered the contributions of the public.
- **approved for public consultation.** It implies the fulfilment, without exception, of all the evaluation criteria, which qualifies it to be exposed for public consultation.
- **approved with request for modifications.** Implies non-compliance with at least one of the evaluation criteria.
- **rejected.** Implies non-compliance with at least one of the evaluation criteria in aspects that are difficult to remedy or incompatibility with the principles of the Cercarbono Protocol and other general provisions of the programme or considers questionable legal, ethical, or commercial aspects.

The results of the evaluation will be recorded in minutes signed by the technical committee and communicated to the proposer.

Table 1. Elements of evaluation of proposed methodologies.

Element	Compliance		
	Yes	No	Requires adjustments
It is eligible within the sectoral scope of the Cercarbono certification programme.			
It is fully compatible with the principles of the Cercarbono Protocol and other general provisions of the programme.			
It is fundamentally different from the approved Cercarbono methodologies.			
The terms used are consistent with the most recent version of the " Terms and Definitions of the Voluntary Certification Programme of Cercarbono ", available on the Cercarbono website.			
Complies with the most recent version of the " Cercarbono's Tool to Demonstrate Additionality of Climate Change Mitigation Initiatives ", available on the Cercarbono website.			
In the case of methodologies for the land use sector, it is compatible with the Cercarbono eligibility criteria.			
In the case of methodologies for the land use sector, complies or is compatible with the most recent version of the " Cercarbono's Tool to Estimate Carbon Buffer in Initiatives to Mitigate Climate Change in the Land Use Sector ", available on the Cercarbono website.			
Complies with the Cercarbono Protocol for determining the baseline scenario.			

Element	Compliance		
	Yes	No	Requires adjustments
Complies with the Cercarbono Protocol for determining the project scenario.			
Includes GHG emission sources and leakage considered in the Cercarbono Protocol.			
Complies with the Cercarbono Protocol to determine the quantification of GHG emissions and removals or reductions (including avoidance, displacement, or destruction) of GHG emissions.			

3.3.1 Methodologies that have been subject to public consultation

Methodologies developed under other standards or certification schemes that have already had a public consultation will only receive an **approved** or **rejected** rating.

Those that are **approved** directly by the committee may be published on the Cercarbono website for use.

Rejected methodologies may not be considered in their current versions for use under the Cercarbono certification programme. New versions of these, with substantial changes that address elements not compatible with the Cercarbono programme, may be submitted to the Cercarbono approval process.

3.3.2 Methodologies that have not been subject to public consultation

For methodologies developed under other standards or certification schemes or by third parties that have not had a public consultation, the steps to be taken will depend on the results of the preliminary assessment.

Methodologies **approved** for public consultation may be subject to public consultation, as set out in the Cercarbono Protocol.

Proponents of **approved** methodologies **with requests for modifications** will receive a detailed written assessment outlining the modifications or improvements required for acceptance into the programme. Cercarbono and the proponents may hold discussion meetings in which the elements and reasons for rejection will be presented and possible solutions may be discussed.

The proponents may submit modified versions of the methodologies for evaluation, when they consider that all requests for modifications have been duly addressed. Cercarbono may assign the same technical committees that previously evaluated them or define a different

composition, depending on the circumstances. This cycle may be repeated until a pass result is obtained or until the proponent withdraws.

The proponents of the **rejected** methodologies will receive a detailed written diagnosis in which the elements that make them incompatible with the Cercarbono certification programme are pointed out. These methodologies may be modified to be re-proposed to Cercarbono, by submitting a list of the substantial changes made. Cercarbono may assign the same technical committees that previously evaluated them or define a different composition, depending on the circumstances. If the same methodology is rejected twice, it cannot be resubmitted to the Cercarbono approval process.

3.4 Review of the methodology

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

3.5 Public consultation

After the final version of the methodology has been defined and all actions and observations have been implemented, a public stakeholder consultation will be carried out for a period of at least 30 days.

The public consultation is done through the Cercarbono website to have control over the comments received and the persons or companies to which these comments correspond.

At the end of this period, the comments will be sent to the methodology proponent, who will ensure that they are duly incorporated or, if they are not considered relevant, to demonstrate their irrelevance.

Once all comments from the public consultation have been processed, the proponent must provide Cercarbono with an adjusted version of the methodology, with the comments received in the public consultation incorporated as comments in the margin where appropriate and with the changes made in change control, as well as a clean adjusted version, without comments or editing marks, which will be reviewed for approval or non-approval, as described in [Section 3.3.2](#).

The proponent shall also provide a table of responses to the public consultation comments for publication on the Cercarbono website.

All versions of the proposed methodologies (initial, adjusted with comments and edits, adjusted and clean), accompanying documents, assessment diagnostics and minutes will be

duly archived by Cercarbono to ensure transparency and traceability of the approval process.

4 Copyrights, trademarks, brands, and logos

In all cases, Cercarbono will acknowledge and make explicit the copyrights of the approved methodologies.

In all cases, Cercarbono will respect and preserve in the published materials (existing methodologies coming from other certification programmes or standards) the existing marks and logos on them.

In the case of methodologies that are submitted to the Cercarbono approval process and that have not been submitted to public consultation, Cercarbono reserves the right to add its own logo in the usual places in its own methodologies but will respect the right to use the logos of the institutions involved in their development.

In the case of methodologies developed in whole or in part by third parties, Cercarbono will recognise the corresponding royalties for their use by clients.

5 Tariffs

Depending on the scope and complexity of the methodology and the need to hire external consultants, either to review specific aspects of the methodology or to be part of the technical committee, the methodology proponent will be notified of the costs to be covered.

6 Document history

Version	Date	Comments/changes
1.0	03.04.2020	Initial version.
2.0	05.06.2020	Definition of the need for public consultation.
2.1	08.09.2020	Definition of approved methodologies.
3.0	10.11.2021	Modification of application and approval processes, formats, and clarifications on copyright and commercial rights, use of trademarks and logos.

Elements of the application for approval of a new methodology or from another standard or certification programme

Name of methodology
Type of methodology (new or existing)
Name of the institution, person, standard or certification programme that developed it
Sector(s) of operation
Copyright Do you have the copyright owner's permission to use the methodology under the Cercarbono programme?
Public consultation Has it been subject to public consultation?
Summary of the methodology

CERCARBONO

Certified Carbon Standard