**CARBON REGISTRY-INDIA**

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

**METHODOLOGY/TOOL ASSESSMENT REPORT TEMPLATE**

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The Methodology/Tool Assessment Report template provides a common and standardised format for preparation of assessment report for the new proposed Methodology/Tool seeking approval and listing under Carbon Registry-India (CR-I), hereinafter referred to as ‘the registry’. VVB shall prepare common assessment for all Methodology and Tool documents.

**General Instructions**

* All the text required to complete the synopsis shall be in Georgia font with black colour and font size 12. Text shall be justified. Appropriately indent the text.
* VVB shall completely adhere to the document preparation instructions as prescribed in specific Section/Sub-sections of Methodology/Tool Assessment Report template. VVB shall delete the part of instructions in the template before submission of the Methodology/Tool Assessment Report.
* VVB shall completely adhere to the rules and requirements as provided in the Carbon Standard (CS) and Validation and Verification Standard (VVS) to complete the details of the specific Section/Sub-sections adhering to the rules, requirements and procedures as prescribed in Methodology Approval Procedure (MAP) for approval and listing with the registry.
* VVB is required to provide information as per the instructions provided in the template. However, this does not represent an exhaustive list of information and VVB may provide additional information deemed relevant for assessment of the Methodology/Tool.
* Use of words ‘shall’, ‘should’ and ‘may’ shall be consistent with the use of these words in other documents of the registry.

# **TITLE PAGE**

**Methodology Assessment Report Title**

**Version Number of Report**

**Logo of the VVB**

|  |  |
| --- | --- |
| **Title of Methodology** | *Provide complete title of the assessed Methodology* |
| **Version Number**  | *Mention the version number of the assessed Methodology* |
| **Associated Tools** | *Provide the title of Tools, if any, associated with the Methodology*

|  |  |
| --- | --- |
| S. No. | Title of Tool  |
|  |  |

 |
| **Version Number**  | *Mention the version number of each Tool assessed*

|  |  |
| --- | --- |
| Title of Tool | Version Number |
|  |  |

 |
| **Sectoral Scope**  | *Mention the applicable sectoral scope(s) of the proposed Methodology/Tool* |
| **Name of All IMD**  | *Mention the name of all IMDs (organisations) involved in the development of Methodology/Tool* |
| **Date of Completion** | *Mention the date in DD.MM.YYYY format on which assessment report was finalised and internally approved* |
| **Version Number**  | *Mention the version number of the assessment report* |
| **Number of Clarification Requests** | *Mention the number of CL request issued and closed as per this assessment*  |
| **Number of Corrective Action Requests** | *Mention the number of CAR issued and closed as per this assessment* |
| **Assessment Team**  |

|  |  |
| --- | --- |
| **Name**  | **Role**  |
| *Mention names of all team members*  | *Mention the role of each team member (ex. Lead assessor, sectoral expert, etc.)* |
|  |  |

 |
| **Approved by**  | *Provide name and signature of the individual responsible for approval of the assessment report* |
| **Contact Details**  | *Mention the contact details (email, telephone and address of any other mode(s) of electronic communication) of the person responsible for communication w.r.t. assessment report* |

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*Update the Table of Contents as per the complete document*

# **ABBREVIATIONS**

*Alphabetically list all the abbreviations used in the Methodology/Tool Assessment Report*

# **Introduction**

*Provide a brief of the proposed Methodology/Tool.*

# **Objective**

*Mention the objectives of the assessment conducted.*

# **Scope**

*Define the scope of work pertaining to assessment of proposed Methodology/Tool. Also mention the level of assurance for assessment report agreed upon.*

*Mention the rules, requirements, procedures based on which assessment is undertaken. Mention all the applicable CR-I documents and other document/reports/standards, as applicable.*

# **Assessment Team**

*Mention names of all members of the assessment team, including members who have prepared the assessment report, and also that of the individual responsible for final approval of the assessment report in the VVB.*

*Describe how the team members are appropriately competent for conducting assessment of the proposed Methodology/Tool. Include information on expertise, experience and qualification of each member relevant to his/her role in the assessment.*

# **Overall Assessment Approach**

*Describe the approach followed for assessment of the proposed Methodology/Tool as per the following Sub-sections. If required, add more Sub-sections.*

* 1. **Desk Review**

*Mention the documents, data and information evaluated for assessment of proposed Methodology/Tool. If certain documents and/or information is omitted from the review process, provide justification for the exclusion thereof.*

* 1. **Onsite Visit/Interviews**

*Provide information on the field visit conducted, interviews undertaken, or group discussions held for the purpose of assessment. Mention the details, thereof. Wherever necessary, attach list of questions asked and corresponding answers in the annexure of the report.*

* 1. **Follow-up actions**

*Describe the follow-up actions undertaken post initial desk review and onsite visit/interviews.*

* 1. **Closure of Clarifications and Correction Action Requests**

*Mention in the table provided below, the number of Clarifications (CL) and Correction Action Requests (CAR) initiated and closed along with the relevant Section and Sub-sections pertaining to proposed Methodology/Tool. Provide complete details in the relevant section of the report.*

Table 1: Brief of CL and CAR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Document** | **Section/Subsection** | **Number of CL** | **Number of CAR** |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Assessment Report Preparation**

*Describe the approach taken for report preparation including the vetting of the same and process followed for internal approval in the VVBs.*

# **General Assessment, Findings and Conclusion**

*Provide list findings of assessment in the following table.*

Table 2: General Assessment Findings

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.**  | **Rules/ Requirement/ Procedure/ Criteria for Assessment** | **Conformance****(Yes/No)** | **Justification**  |
|  | Is the title provided for the Methodology unique and appropriate? |  |  |
|  | Have all the sections been filled as per the Methodology Document Template, Tool Document Template and Carbon Standard? |  |  |
|  | Is the language transparent, clear and unambiguous for development of Project(s)? |  |  |
|  | Is the document logically, explicitly structured and provides precise information? |  |  |
|  | Is Methodology/Tool unique? |  |  |
|  | Does Methodology/Tool demonstrate contribution to the environment and society? |  |  |
|  | Has IMD correctly identified the sectoral scope(s) of the proposed Methodology/Tool? |  |  |
|  | Are different elements of Methodology/Tool such as baseline, additionality, project boundary, *etc.,* in sync with each other? |  |  |
|  | Has IMD appropriately addressed the comments received during ESC? |  |  |
|  | Does IMD have sufficient experience, expertise and qualifications to prepare Methodology/Tool? |  |  |

# **Specific Assessment, Findings and Conclusion**

* 1. **Abbreviations and Definitions**

*Mention all the abbreviations used in context of the proposed Methodology/Tool, and the same are sorted in alphabetical order. Ascertain and mention if all the definitions are provided (excluding those already mentioned in CR-I Glossary of Terms). Definitions must be listed alphabetically and ascertain if the definitions provided are appropriate and wherever necessary, definitions have been adopted, adapted or referred to. Use of definitions shall be consistent throughout the documents.*

*Describe process undertaken for assessment, and provide conclusion on abbreviation and definitions provided in the proposed Methodology/Tool.*

* 1. **Scope**

*Ascertain if the sectoral scope(s) is/are appropriately mentioned and subsequently includes all the relevant activities intended to be included in the proposed Methodology/Tool, including project types.*

*Describe the process undertaken for assessment and provide conclusion on the scope as mentioned in the proposed Methodology/Tool.*

* 1. **Applicability Conditions**

*Ascertain if the applicability conditions adhere to the rules, requirements of CS and written in a manner which is clear for use by IPP. Evaluate each applicability condition for its appropriateness for the project activity and/or programme of activities targeted. Ascertain if alternative applicability conditions are not repeat of already prescribed conditions.*

*Describe the completeness of each applicability condition.*

*Describe the process undertaken for assessment and provide conclusion on the applicability conditions prescribed in the proposed Methodology/ Tool.*

* 1. **Normative Reference**

*Ascertain if all the referred documents that were essential for drafting and completion of the assessment report are mentioned along with their complete and correct titles and version numbers. Also, ascertain if any other documents needed to be added to the normative references.*

*Describe process undertaken for assessment and provide conclusion on the normative references as mentioned in the proposed Methodology/Tool.*

* 1. **Project Boundary**

*Ascertain if the all relevant GHG sink(s), GHG source(s) and GHG reservoir(s) are identified, selected and all the respective GHGs are taken into consideration (including leakage). Ascertain if exclusions are relevant and appropriate and the justification provided therefor is appropriate.*

*Ascertain if rules and requirements prescribed for determination of project boundary are appropriate for the project types targeted by the proposed Methodology/Tool.*

*Describe the process undertaken for assessment and provide conclusion on project boundary as prescribed in the proposed Methodology/Tool.*

* 1. **Baseline Scenario**

*Ascertain if the rules, requirements and procedures established for determination of baseline scenario are consonant with the project types targeted by the proposed Methodology/Tool. Ascertain if determination of baseline is written and described logically and is clear enough to be used by the IPP. If alternate set of rules and requirements are prescribed, ascertain if these are required and are appropriate and adequate for the conditions mentioned.*

*If proposed Methodology/Tool refers to Tool or other similar document(s) for baseline scenario, ascertain if the correct tool is referred to, and complete title and version number of the same is provided. Describe how the referred Tool fulfils the rules and requirements of the registry and is appropriate, complete and adequate for the type of projects targeted by the proposed Methodology/Tool.*

*Describe the process undertaken for assessment and provide conclusion on baseline scenario as prescribed in the proposed Methodology/Tool.*

* 1. **Additionality**

*Ascertain if the rules, requirements and procedures established for determination of additionality are consonant with the project types targeted by the proposed Methodology/Tool. Ascertain if additionality determination rules, requirements and procedures are written logically and are clear enough to be used by the IPP. If alternative additional set of rules, requirements and procedures are mentioned, ascertain if these were actually required, and if the same are appropriate and adequate for the conditions mentioned.*

*If proposed Methodology/Tool refers to Tool or other similar document(s) for determination of additionality, ascertain if correct Tool is proposed to be used, and if complete title and version number is provided. Describe how the proposed Tool fulfils the rules and requirements of the registry and that the same is appropriate, complete and adequate for the type of projects targeted by the proposed Methodology/Tool.*

*Ascertain if and how baseline scenario and additionality rules, requirements and procedures consistent with each other.*

*Describe the process undertaken for assessment and provide conclusion on additionality as prescribed in proposed Methodology/Tool.*

* 1. **Determination of GHG emissions reduction and/or removals enhancement**

*Ascertain if all the relevant algorithms, equations and formulae are mentioned and that the same are correct for determination pertaining to Net GHG emissions reduction and/or Net GHG removals enhancement.*

*Ascertain if all the algorithms, equations and formulae included in the assessment report are as per the headings provided in the Methodology document template, and also have proper linkage with the proposed Methodology/Tool.*

*Ascertain if all relevant measures for materiality have been defined and described in accordance with calculation of estimated and actual GHG emissions reduction and/or removals enhancement.*

*Describe the process undertaken for assessment and provide conclusion on determination of GHG emissions reduction and/or removals enhancement as prescribed in the proposed Methodology/Tool.*

* 1. **Data and Parameter Fixed ex-ante**

*Ascertain if all the parameters prescribed to be fixed ex-ante are relevant and if proposed as part of the Methodology/Tool, the latter has taken into consideration all the possible data, parameters, variables and coefficients to be fixed ex-ante.*

*Ascertain if the information provided along the fixed data, parameters and coefficient is correct, appropriate and adequate with special focus on dimension, value fixed and source from which the values are sourced/cited.*

*Ascertain if the rationale and justification provided for each data/parameter/coefficient is adequate and in line with the determination of GHG emissions reduction and removals enhancement.*

*Describe the process undertaken for assessment, and provide conclusion on the data and parameters fixed ex-ante as prescribed in the proposed Methodology/Tool.*

* 1. **Monitoring Approach**

*Ascertain if the data, parameters, coefficients identified and described for monitoring are relevant and appropriate for the types of project targeted by the proposed Methodology/Tool and determination of GHG net emissions reduction and/or removals enhancement.*

*Ascertain if all the rules, requirements and procedures are adequately defined and described to monitor, collect, collate, store and analyse data for calculation of baseline GHG emissions, project GHG emissions, GHG emissions reduction and/or removals enhancement, including leakage (include QA/QC), and are relevant to the project types targeted by the proposed Methodology/Tool.*

*Describe the process undertaken for assessment and provide conclusion on monitoring approach as prescribed in the proposed Methodology/Tool.*

* 1. **Uniqueness of Methodology/Tool**

*Ascertain if all the similar Methodologies and Tools listed with the registry and other similar GHG Programmes have been identified. Ascertain if any Methodology in the registry or any other standard/programme could have been revised reasonably to give the utility of proposed Methodology/Tool.*

*Describe the process undertaken for assessment and provide conclusion on the uniqueness of the Methodology/Tool.*

# **Clarification and Corrective Action Request**

*In the table provided below, provide adequate information on all the CL and CAR issued along with response of IMD. Use one table for one CL/CAR, copy paste the table to add more CL/CAR.*

Table 3: Clarification/Corrective Action Request Details

|  |  |  |
| --- | --- | --- |
| **TYPE (CL/CAR)** | **NUMBER**  | **REFERENCE (SECTION/ SUBECTION / SENTENCE)**  |
| **Comment by VVB**  |
|  |
| **Response by IMD** |
|  |

# **Assessment Conclusion**

*Provide conclusion for assessment of proposed Methodology and its associated Tools. Mention the result of assessment, i.e., whether the proposed Methodology and/or Tool is/are as per the rules, requirements and procedures of the registry. Mention the level of assurance.*

*Include assessment statement.*

# **Annexure A: Title of Annexure**

*If required, add additional information such as table, explanation and description of elements mentioned above, etc.*

# **DOCUMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description** |
| *Mention the version number (reverse chronological order)* | *Date of completion*  | *Briefly describe the document or changes made as compared to previous version* |
|  |  |  |
|  |  |  |